

# **CubiScan®**

# **Qbit-DB™**

## ***User Guide***

Version 1.0

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## CubiScan Qbit-DB User Guide

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# Chapter 1

# Getting Started

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This chapter provides instructions for starting and exiting Qbit-DB™ and describes the different areas and the functions performed at the main window.

## ***Starting/Exiting Qbit-DB***

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Do one of the following to start Qbit-DB:

- Click [**Start**], select **Programs**, click **CubiScan**, then click **Qbit-DB**.
- Double-click the Qbit-DB desktop icon.  

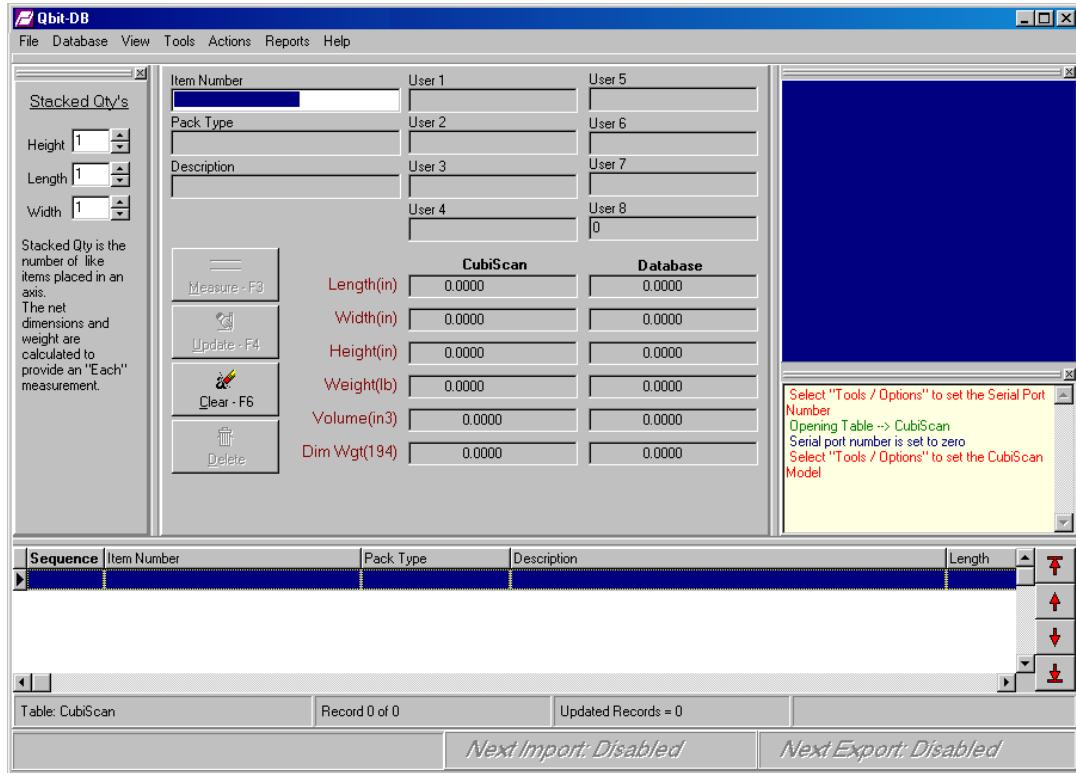

The main window is displayed (see next page).

Do one of the following to exit Qbit-DB:

- Pull down the File menu, and click **Exit**.
- Click the Close button (**[X]**) located in the upper right corner of the main window.

# Main Window

When Qbit-DB starts, the main window is displayed and either an empty database table with the default name “Cubiscan” or the last database table that was opened is loaded.



All recorded measurement data is saved in the open database table. You can open a different database if necessary. Refer to Chapter 3, “Database Management” for information.

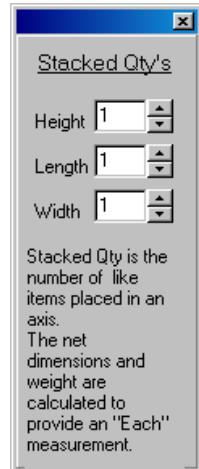
The following functions are performed at the main window:

- Measure and weigh freight (see Chapter 5 “Measuring Freight” on page 87).
- Add/update database entries (see “Database View” on page 7).
- Access all other Qbit-DB functions using the menus (see “Menu Bar” on page 10).

The main window is divided into several sections, as described in the following sections. You can move, resize, or hide some sections to make it easier to view only what your needs require (refer to “Customizing the Main Window” on page 8).

## Stacked Quantities Box

The Stacked Quantities box can be used if you want to stack like items for measurement but want the dimensions for each item included separately in the database. Refer to Chapter 5, “Measuring Freight” for information.



## Measurement Section

The Measurement section contains all of the fields and buttons you use to measure the height, width, and length of freight, record the weight, and enter other appropriate data.

Item Number	User 1	User 5
Pack Type	User 2	User 6
Description	User 3	User 7
	User 4	User 8
	0	
 Measure - F3	<b>CubiScan</b>	
 Update - F4	Length(in)	0.0000
 Clear - F6	Width(in)	0.0000
 Delete	Height(in)	0.0000
	Weight(lb)	0.0000
	Volume(in <sup>3</sup> )	0.0000
	Dim Wgt(194)	0.0000

### Entry Fields

The fields in which you can make an entry include the primary or “Item Number” field (can only be edited before the measurement is taken), the secondary field if it is enabled, the “Description” field if it is enabled, any user fields that have been enabled, and the freight’s measurement and weight entries. Some fields are enabled or disabled using the Options on the Tools menu (refer to Chapter 2, “Configuration”).

The item number may be selected from an imported database table, entered by scanning a label, or entered manually as you measure the freight. You can select an item in the database table to edit its measurement fields. You can edit any field that is not grayed. Click in a field to edit it, and type over the existing entry. Then click **[Update]** (or press **<F4>**) to update the information in the database.

**Repeat Item Number**

If you have enabled the secondary field (see “Secondary Field” on page 22), this button is enabled. You can use it to make an additional database entry with the same item number (or other primary field descriptor) so that you can add another item with the same number and a secondary descriptor to make it a unique item.

**User Fields**

The “user fields” section contains user-defined fields. These are fields that can be set up to meet your specific requirements. When enabled, these fields are available for entry and can be edited in the main window. Refer to “User Fields” on page 54 for information.

**CubiScan Fields**

The dimensions and weight of the freight are entered as each item is measured with the CubiScan. You can also enter or edit the entries in the “Length,” “Width,” “Height,” and “Weight” fields (if “CubiScan Fields Read Only” is not selected in the View menu).

**Database Fields**

These fields display the information of previously measured items or item information that was imported into the database. You can compare the imported item information to the item information in the CubiScan fields to make sure the measurements have been updated in the database.

**Measurement Buttons**

The measurement buttons include the buttons you will use to measure freight with the CubiScan, as follows.



Click the “Measure” button to measure the item on the CubiScan.



Click the “Update” button to update the current item record. You must update a record (or “clear” it) before you can measure a new item.



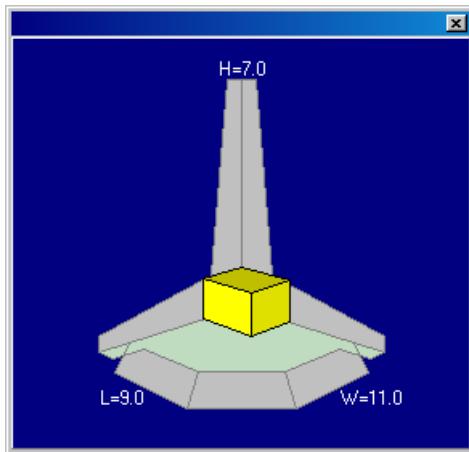
Click the “Clear” button to clear the data fields for the current record and start over.



Click the “Delete” button to delete the current record. (This button must be enabled; refer to “Database Options” on page 23.)

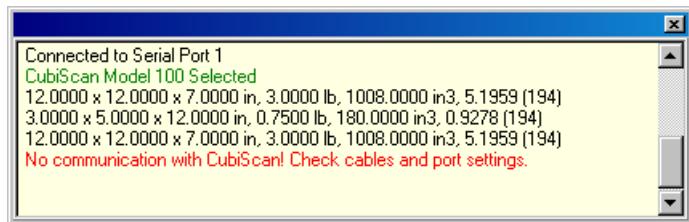
## CubiScan Picture Box

After you specify the CubiScan model to which your computer is connected (refer to “CubiScan Model” on page 19), a simulation of the CubiScan is displayed in the Picture box. After you measure freight, the freight and its measurements are also shown.



## Information Box

The information box lists any CubiScan activity and gives the status of the activity. This includes any configuration changes, measurements taken, and error messages.



## Database View

The Database View lists the items in the open database. The columns and number of items visible may depend on how you have moved and resized the sections in the main window (see “Customizing the Main Window” on page 8). You can also resize and rearrange the columns in the database view (see “Customizing the Database View” on page 8).

Sequence	Item Number	Pack Type	Description	Length	Width	Height	Weight	Volume	Dim Wgt	▲	▼
1	789012343	6-pack	Soda Pop	10	6	8	1.4	480	2.474226		
2	789012343	12-pack	Soda	20	12	8	2.5	1920	9.896907		
3	789022343	6-pack	Soda Pop	9	11	7	0.8	693	3.572164		
4	789023344		Liter	3	5	12	0.75	180	0.9278350		
5	789123434	Case	Canned goods	12	12	7	3	1008	5.195876		

### Moving Through the Database View

Use the horizontal scroll bar to move left and right through the columns and the vertical scroll bar to move down or up through the items in the database.

Use the arrow buttons to move up and down through the items, as follows.



Click to move to the first item in the database.

Click to move up one item at a time.

Click to move down one item at a time.

Click to move to the last item in the database.

### Selecting an Item

Click an item to select it for measurement or remeasurement or to display the item’s measurements and weight in the measurement section.

You cannot edit the fields in the Database View. To edit an item, click it to select it, then edit the data in the measurement fields. To update the line in the Database View with the new information, click [Update] (or press <F4>).

### Customizing the Database View

You can change the position and size of the columns in the database view, and you can sort the items by any column as follows:

- To change the position of a column in the table, click on the heading and drag it to a new position.
- To change the width of a column, move the mouse pointer over the side of the column heading until the pointer changes to directional arrows. Click and hold the mouse button, and drag the side of the column until it is the size you want, then release the mouse button.



- To sort by the entries in a column, click the column heading. Click once to sort in descending order; click again to sort in ascending order.
- To return the Database View to its default set up, pull down the Database menu, and click **Default Column Order**.

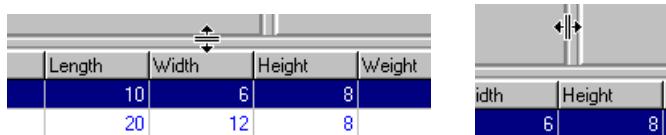
Refer to Chapter 3, “Database Management” for information on managing databases.

## Customizing the Main Window

You can move, resize, or hide some sections of the main window to customize the display.

- The Stacked Quantities box, CubiScan picture, Message box, Database View, and Measurement section can be resized.
- The Stacked Quantities box, CubiScan picture, and Message box can be separated from the main window and moved to a different position.
- The Stacked Quantities box, CubiScan picture, Message box, and Database fields can be hidden or shown.

**Resizing** To resize a section, move the mouse pointer over any side or corner until the pointer changes to directional arrows. Click and hold the mouse button, and drag the side or corner of the section until it is the size you want, then release the mouse button.



**NOTE** You can resize the entire main window using the same method.

**Moving** Each section that can be separated has a “docking bar” at the top when the section is docked, or in a fixed position, in the window.



To move the section, click the docking bar, hold down the mouse button, and drag the section to another location in the window. As you drag it, you will see an outline that indicates the position and size it will be. When it is in the position you want, release the mouse button. If you move a section to a floating, or undocked, position, the docking bar changes to a title bar. To move a floating section, click the title bar, hold down the mouse button, and drag the section. When you move it into a docked position, the docking bar appears again.

**NOTE** If you do not want the section to “snap” into a docked position, hold down the **<Ctrl>** key as you drag it. It then becomes a floating section that can be positioned anywhere on the screen.

Docked positions are on either side of the measurement section. If all sections are open, they can be positioned one on top of the other on either side, side by side on either side, or on each side of the window.

**Hiding/Showing**

To hide the Stacked Quantities box, CubiScan picture, Message box, or the Database fields (in the Measurement section), pull down the View menu, and click the section you want to hide. Pull down the menu and click it again to show a hidden section.

You can also click the [x] on the docking bar or title bar of the Stacked Quantities box, CubiScan picture, or Message box. To show the section again, select it from the View menu.

**Saving a View**

After you have customized the view of the main window, you can lock the sections into place, save the new arrangement as the default view, or return to the default view. Pull down the View menu, and select a function, as follows:

- Load Default View  
Select this function to return the main window to the default view.
- Save as Default View  
Select this function to save the new arrangement as the default view.
- Lock View  
Select this function to “lock” the position of the sections so they cannot be moved. Select **Unlock View** to “unlock” the sections.

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## Menu Bar

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The menus at the top of the main window contain functions used to perform tasks and set up Qbit-DB. Click a menu name and the menu drops down from the menu bar. Click a function on the menu to select it. If a function has an arrow on the right, a submenu is displayed when you click the function.

You can also select a function by typing the first letter in the function name.

## File Menu

Following are the functions available on the File menu.

- Import    Use this function to manually import data from an external source file. Refer to “Importing a Database” on page 63.
- Export    Use this function to export all or a portion of the Qbit-DB database to an FTP site, an ASCII text file, or a Microsoft Excel file. Refer to “Exporting a Database” on page 66.
- Exit      Use this function to exit Qbit-DB.

## Database Menu

Following are the functions available on the Database menu.

- New Table    Select this function to create a new database table. Refer to “Creating a New Database” on page 58.
- Open Table    Select this function to open an existing database table. Refer to “Opening a Database” on page 59.
- Delete Table    Select this function to delete a database table. Refer to “Deleting a Database” on page 60.
- Empty Table    Select this function to empty or clear the currently open database table. Refer to “Emptying a Database” on page 61.
- Save Copy As    Use this function to make a backup copy of the MSAccess .mdb database. Refer to “Copying a Database” on page 62.
- Default Column Order    Select this function to arrange the database columns in their default order.

## View Menu

- Picture Click this function to show or hide the CubiScan Picture. A checkmark indicates it is shown.
- Stacking Click this function to show or hide the Stacked Quantities box. A checkmark indicates it is shown.
- Message Box Click this function to show or hide the Message Box. A checkmark indicates it is shown.
- CubiScan Fields Read Only Click this function to make the CubiScan fields read only. With this function selected, you will not be able to make entries or edit information in any of the CubiScan fields.
- Database Fields Click this function to show or hide the Database Fields. A checkmark indicates they are shown.
- Load Default View If you have changed the arrangement of sections of the main window (see “Customizing the Main Window” on page 8), select this function to return it to the default view.
- Save as Default View If you have changed the arrangement of sections of the main window (see “Customizing the Main Window” on page 8), select this function to save the new arrangement as the default view.
- Lock View If you have changed the arrangement of sections of the main window (see “Customizing the Main Window” on page 8), select this function to “lock” the position of the sections so that cannot be moved. Select **Unlock View** to unlock them.

## Tools Menu

Following are the functions available on the Tools menu. The “Zero,” “Status,” “Test Mode,” “Values,” and “Calibrate” functions may not be available (grayed) depending on whether or not the functions are available on the selected CubiScan model.

- Zero** Use this function to “zero” the CubiScan. Refer to “Zero” on page 76.
- Status** Use this function to verify that the CubiScan is operating properly. Refer to “Status” on page 77.
- Test Mode** Use this function to set up the CubiScan for testing purposes. Refer to “Test Mode” on page 79.
- Values** Use this function to display a table of sensor values that can be useful for troubleshooting problems with the CubiScan. Refer to “Values” on page 80.
- Calibrate** Use this function to calibrate the scale and sensors. Refer to “Calibrate” on page 80.
- Options** Use this function to configure Qbit-DB. Configuration options include setting the serial port, selecting your CubiScan model, determining the measurement units, setting up import and export options, setting up user-defined fields, setting up a password, and so on. Refer to Chapter 2 “Configuration” on page 17 for details.

## Caliper Menu

This menu is only displayed if a CubiScan 30 model is selected in the Tools menu, Options, CubiScan tab. The following functions are available. Refer to the CubiScan 30 *Operations and Technical Manual* for instructions.

- Length** When using the CubiScan 30 caliper to manually measure an object, select this function to measure the length.
- Width** When using the CubiScan 30 caliper to manually measure an object, select this function to measure the width.
- Height** When using the CubiScan 30 caliper to manually measure an object, select this function to measure the height.

## Actions Menu

Following are the functions available on the Actions menu.

- |                        |   |
|------------------------|---|
| Swap Length for Width  | Select this function to switch the length and width measurement values for the current item.  |
| Swap Width for Height  | Select this function to switch the width and height measurement values for the current item.  |
| Swap Height for Length | Select this function to switch the height and length measurement values for the current item. |

## Reports Menu

Following are the functions available on the Reports menu.

- |        |  |
|--------|--|
| Detail | Select this function to generate a report that lists all information in the currently loaded database table. The report can be viewed on screen or printed. Refer to Chapter 6 “Reports” on page 95. |
|--------|--|

## Help Menu

Following are the functions available on the Help menu.

- |       |   |
|-------|---|
| About | Select this function to display the current version and build of Qbit-DB and information about Quantronix, Inc. |
|-------|---|

## Status Bar

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The Status Bar is located at the bottom of the main window and provides the following information.



Table: CubiScan

Name of the currently loaded database table.

Record 1 of 4

Currently selected record number and the total number of records.

Updated Records = 1

Whether or not the records have been updated. Until a record is updated, the label reads: “Updated Records = 0.” After one or more records are updated, it reads: “Updated Records = xx” (where xx is the total number of updated records in the current database).

Open an existing table

Move the mouse over a menu or function, and a description of the menu or function is displayed.

Next Import: 09:53:42

If you scheduled an automatic import (see “Auto Import” on page 37), the number of hours/minutes/seconds to the next import is displayed. If you have not set up auto import, “Next Import: Disabled” is shown.

Next Export: 03:49:12

If you scheduled an automatic export (see “Auto Export” on page 44), the number of hours/minutes/seconds to the next export is displayed. If you have not set up auto export, “Next Export: Disabled” is shown.

# Chapter 2

# Configuration

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This chapter provides information and instructions to configure and set up defaults for Qbit-DB using the Tools, Options function. The following tabs contain the configuration options:

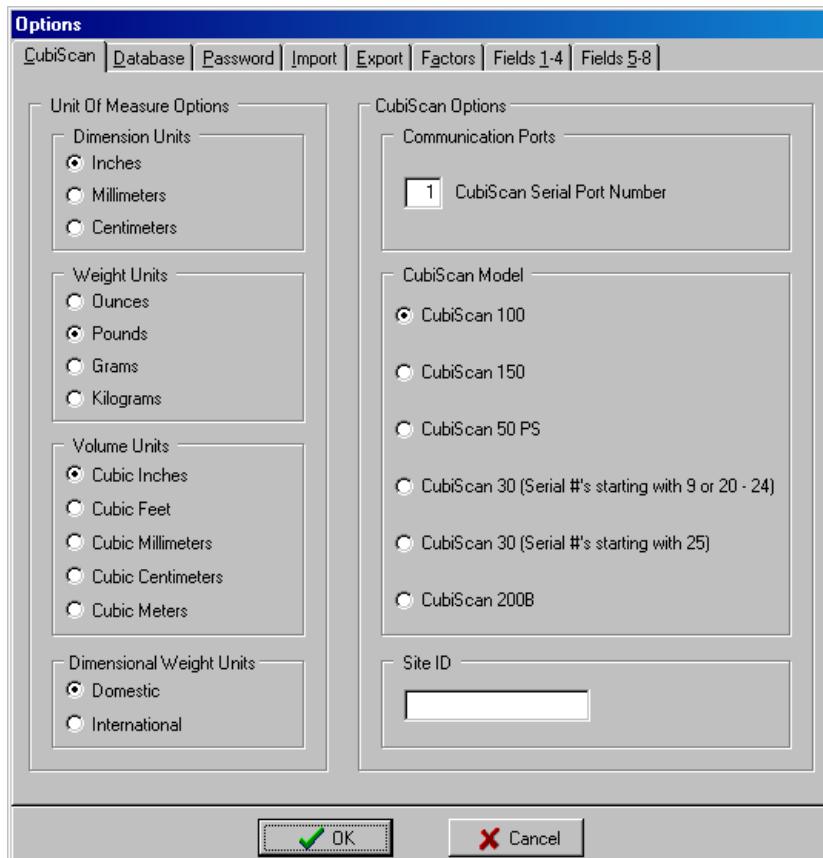
- CubiScan  
Set up the measurement and dimensional weight units, select the CubiScan communications port, select your CubiScan model, and enter a site ID (optional).
- Database  
Set up database fields, options, and tare values. This tab also contains the option to convert an older Qbit-DB database to the new format.
- Password  
Set up password security for selected functions.
- Import  
Select import options, set up the layout of the imported database fields, and set up the automatic import function.
- Export  
Select export options, set up the layout of the exported database fields, and set up the automatic export function.
- Factors  
Enter the values used for dimensional weight factors.
- Fields 1-4, Fields 5-8  
Set up from one to eight user-defined fields.

Select **Options** from the Tools menu to open the Options dialog box. Refer to the following sections for information on the options in each tab. Click **[OK]** to save changes you made to any tab and exit the dialog box. Click **[Cancel]** to exit without saving.

## CubiScan

---

Click the **CubiScan** tab to set up the measurement and dimensional weight units, select the CubiScan communications port, select your CubiScan model, and enter a site ID (optional).



## Unit of Measure Options

- Dimension Units Select the measurement units you want used to measure length, width, and height dimensions: **Inches**, **Millimeters**, or **Centimeters**.
- Weight Units Select the units you want used for package weights: **Ounces**, **Pounds**, **Grams**, or **Kilograms**.
- Volume Units Select the units you want used to measure volume: **Cubic Inches**, **Cubic Feet**, **Cubic Millimeters**, **Cubic Centimeters**, or **Cubic Meters**.
- Dimensional Weight Units Select whether you want to use **Domestic** or **International** dimensional weight units. Refer to “Factors” on page 52 for information on setting up dimensional weight factors.

## CubiScan Options

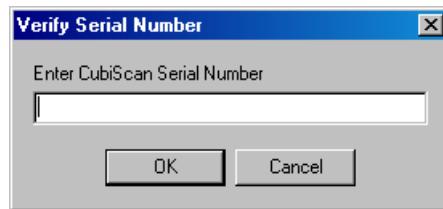
- Communication Ports Enter the number of the CubiScan serial port to which the computer communications cable is connected.

## CubiScan Model

Select the model of CubiScan you are using. Options in some tabs may vary depending on the CubiScan model selected. In addition, the CubiScan measuring display and the menus and functions available in the main window will change to match the selected model.

**NOTE**  *It is important to select your CubiScan model and click [OK] to save it before continuing to set up configuration options.*

If you select the CubiScan 30 with serial numbers starting with 9 or 20 to 24, you are prompted to enter the CubiScan serial number.



Enter the serial number and click **[OK]** to close the prompt and continue.

## Site ID

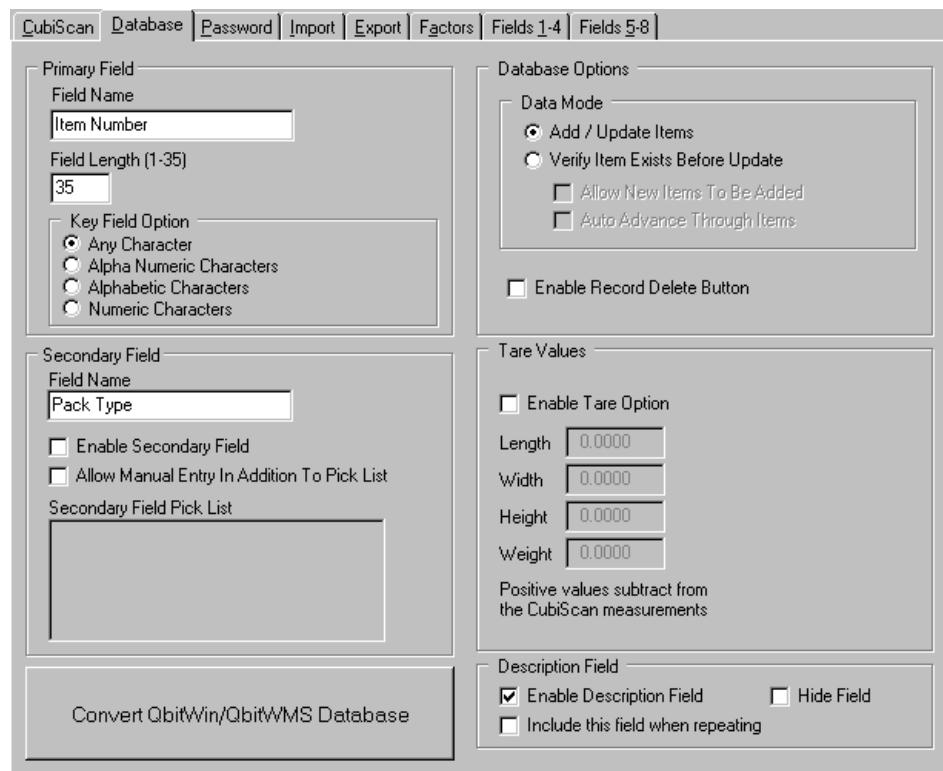
If measurement data from your site will be exported and merged with measurement data from other sites, you may want to assign a “Site ID” number to each site to identify the site that supplied the data. If used, the site ID number is shown in the “Site ID” column in the database table.

Enter an identification code for your site using any alphabetic or numeric characters but no symbols or spaces.

## Database

---

Click the **Database** tab to set up database fields, options, and tare values. This tab also contains the option to convert an older Qbit database to the new format.



## Primary Field

The “primary field” is the first field in the editable fields section of the main window with “Item Number” as the default label.

The primary field receives an item’s identification number, whether typed, scanned, or selected from an imported data file. The following options allow you to customize this field:

**Field Name** By default, the primary field label is “Item Number.” Type a new name in the text box to change the label. The new label replaces “Item Number” in the main window and in the database view.

Field Length	Enter the maximum number of characters that can be entered in the key field (from 1 to 35). You will not be allowed to enter more than the specified number of characters in the field.
Key Field Option	This option can be used to limit the type of characters that can be entered in the primary field to help prevent data input errors. Select the option for the type of characters to be allowed in the key field: <b>Any Character</b> , <b>Alpha Numeric Characters</b> , <b>Alphabetic Characters</b> , or <b>Numeric Characters</b> . If you do not want to define any restrictions, select <b>Any Character</b> .

## Secondary Field

In addition to the primary field, you can enable a secondary field that can be used to enter an additional descriptor under the primary field label. For example, you can enter a product number in the primary field and then enter a pack type in the secondary field.

**Enable Secondary Field** Select this option to enable the secondary field. The field becomes available for entry under the primary field in the main window, and the **[Repeat Item Number]** button is enabled.

You use the **[Repeat Item Number]** button to make an additional database entry with the same item number (or other primary field descriptor) so that you can add another item with the same number and a secondary descriptor to make it a unique item.

**Allow Manual Entry in Addition to Pick List** After you enable the secondary field, you can enter a pick list of items or descriptions from which to choose at the secondary field. Select this option if you want to be able to make a manual entry in the secondary field in addition to selecting from the pick list.

**Secondary Field Pick List** Click in the text box and enter a list of items from which to choose at the secondary field. Press **<Enter>** after each item. The items entered become available for selection from a drop-down list in the secondary field.

## Database Options

The database options determine how items are entered in the database and whether or not you can delete item records.

**Add/Update Items** Select this option if you add items to the database more often than you update existing items. This makes adding items the default, and a warning message appears when you update an existing item.

Item records are identified by the descriptors in the primary field (generally item number) and the secondary field if it is enabled. You cannot add an identical item to a database, but you can change and update an item.

If the secondary field is *not* enabled, an identical item is any item with the same item number. If the secondary field is enabled, an identical item is any item with the same item number and the same secondary field entry.

If you attempt to add an identical item, the following warning message is displayed.



Select [**Yes**] to overwrite the existing item or [**No**] if you did not intend to change the existing item.

**Verify Item Exists Before Update** Select this option if you update existing items or import data in a database more often than you add new items. This option is used with its sub-options to give you multiple variations, as follows.

**Allow New Items to be Added (enabled)**

If this option is enabled, updating existing items is the default, but items can also be added to the database.

**Allow New Items to be Added (disabled)**

If this option is *not* enabled, you can only update existing items; you cannot add new items. If you attempt to add a new item, the following warning is displayed.

**Auto Advance through Items**

Select this option if you generally measure items in the order they are listed in the existing database. If enabled, after you select the first item, Qbit-DB automatically moves down the list in sequential order as each item is measured and updated. However, you can also manually click an item to select it if necessary.

**Enable Record Delete Button**

Select this option if you want to be able to delete an item record from the database. The **[Delete]** button in the main window becomes available; otherwise, it is grayed.

## Tare Values

Tare values are preset dimensions to be subtracted from a measurement. If a tare value is included and the resulting measurement or weight is less than zero, the reading will be zero.

Tare values are not used in most applications but may be used in some circumstances.

Enable Tare Option	If you use tare values all or part of the time, click this option to enable tare. If enabled, you must apply the tare values after measuring an item.
Length	Enter tare values for measurements and weight as applicable. Each specified value is subtracted from the dimension measurement or weight.
Width	
Height	
Weight	

To apply tare values to a measurement, select **Apply Tare Values** from the Actions menu (or press <Ctrl><T>) after measuring the item.

## Description Field

Enable Description Field	Select this option to enable the “Description” field in the main window (under the primary and secondary fields). You can then enter a description for each item, which will appear in the database table.
Include this field when repeating	Select this option if you want the item description included when you repeat an item number. (Repeat is only available if the secondary field is enabled; refer to “Secondary Field” on page 22.)
Hide Field	Select this option if you do not want the “Description” field displayed in the main window.

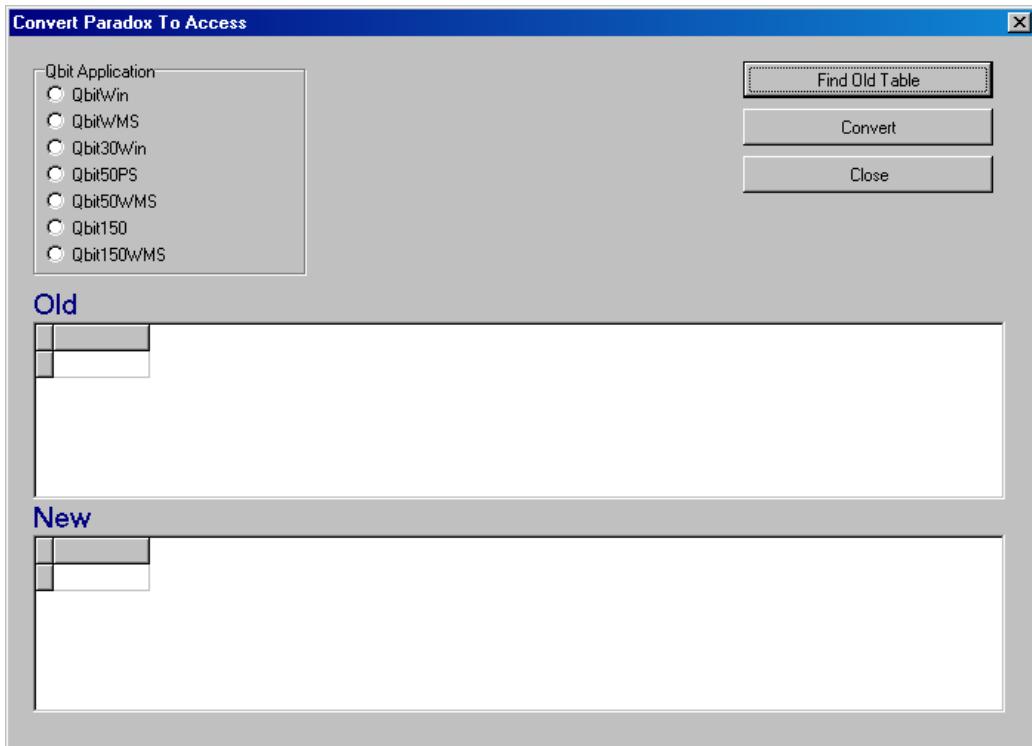
## Convert Qbit-Win/Qbit-WMS Database

Because older versions of Qbit created Paradox databases, and Qbit-DB creates Access databases, a database from an older version of Qbit cannot be loaded into the current version. Take the following steps to convert a Paradox database to an Access database.

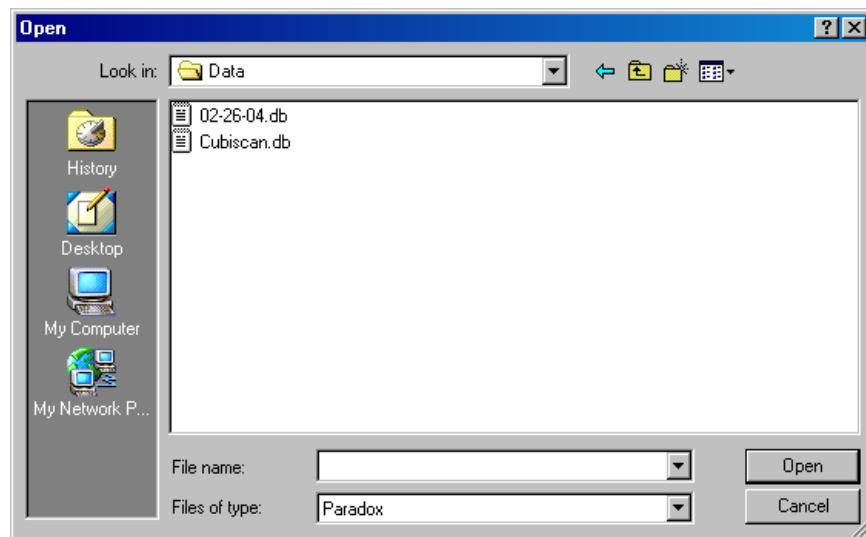
1. Since the new database will be loaded into Qbit-DB when the conversion takes place, you must start with an empty database. From the Database menu, select either **New Table** and enter a name for the converted database table, or select **Empty Table** to

erase all records from the currently loaded database table and replace it with the converted database table.

2. Click [**Convert Qbit-Win/Qbit-WMS Database**] to convert a database from a previous version of Qbit to the current version. The following dialog box is displayed.



3. Select the Qbit application in which the database you want to convert was created.
4. Click [**Find Old Table**] to find the old Qbit database. The following dialog box is displayed.



5. If it is not already selected, browse to the ...\\*CubiScan\\Qbit\\Data* folder containing the old database that you want to convert. All files with a .db extension are listed. Select the database file to convert and click [**Open**].

The Paradox database table is displayed in the “Old” box with the number of records in the database shown.

Paradox record count = 11										
Item Number	Rec Num	Length	Width	Height	Dim Unit	Weight	Wgt Unit	Volume	Vol	▲
2356980	1	73	64	18	in	246.2	lb	48.667	ft	
2356980	2	57	67	76	in	222.8	lb	167.965	ft	
2356980	3	82	86	74	in	325	lb	301.995	ft	
2356981	4	52	14	14	in	112.9	lb	5.898	ft	

Access record count = 0

Sequence	Primary	Secondary	Description

6. Click [**Convert**]. The database is converted, and the following prompt appears.



7. Click [**OK**] to close the prompt.

The new Access database table is displayed in the “New” box, and the record count is shown.

Paradox record count = 11										
Item Number	Rec Num	Length	Width	Height	Dim Unit	Weight	Wgt Unit	Volume	Vol	▲
► 2356980	1	73	64	18	in	246.2	lb	48.667	ft	
2356980	2	57	67	76	in	222.8	lb	167.965	ft	
2356980	3	82	86	74	in	325	lb	301.995	ft	
2356981	4	52	14	14	in	112.9	lb	5.898	ft	

Access record count = 12										
Sequence	Primary	Secondary	Description	Length	Width	Height	Weight	Volume	Dim Wg	▲
► 13	0394838			93	64	15	0	51.667	4	
14	1234555			7	60	90	0	21.875	19	
15	1234556			14	4	52	0	1.685		
16	1234558			36	50	8	103	8.333	7	

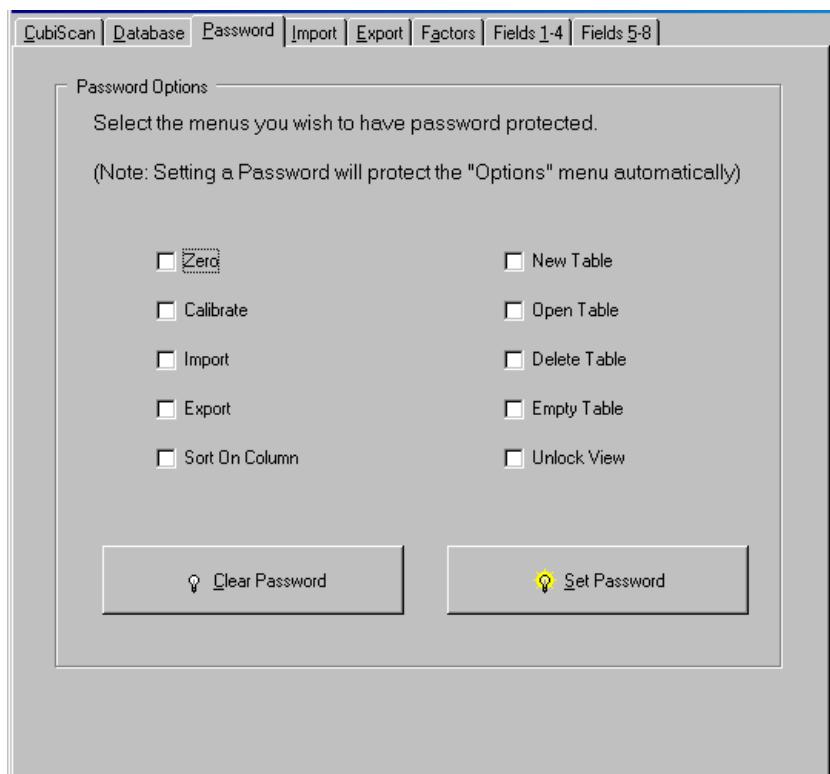
8. Click [**Close**] to exit the dialog box.

The new database table is opened in Qbit-DB. Refer to Chapter 3, “Database Management” for information on databases.

## Password

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To provide security for specified functions in Qbit-DB, you can set up a password. Once a password is set up, the selected functions are dimmed in the menus and only become available when the password is entered. The “Options” function is always included when password protection is enabled for any function.



**Password Options** Select the functions for which a password will be required.

- Set Password** Click this button to set up or change the password. The following dialog box is displayed.



In the “Enter Password” box, type the password. In the “Re-enter Password” box, type it again for verification. The password is case sensitive; if you enter upper or lower case characters, they must be entered in the same case when entering the password. Click **[OK]** to accept the password.

- Clear Password** Click **[Clear Password]** to remove an existing password. This allows access to all functions by all users. The message: “Password has been cleared” is displayed. This means that a password is no longer required to use any functions in Qbit-DB. Click **[OK]**.

When you attempt to access a function that has been password protected, the following prompt appears.



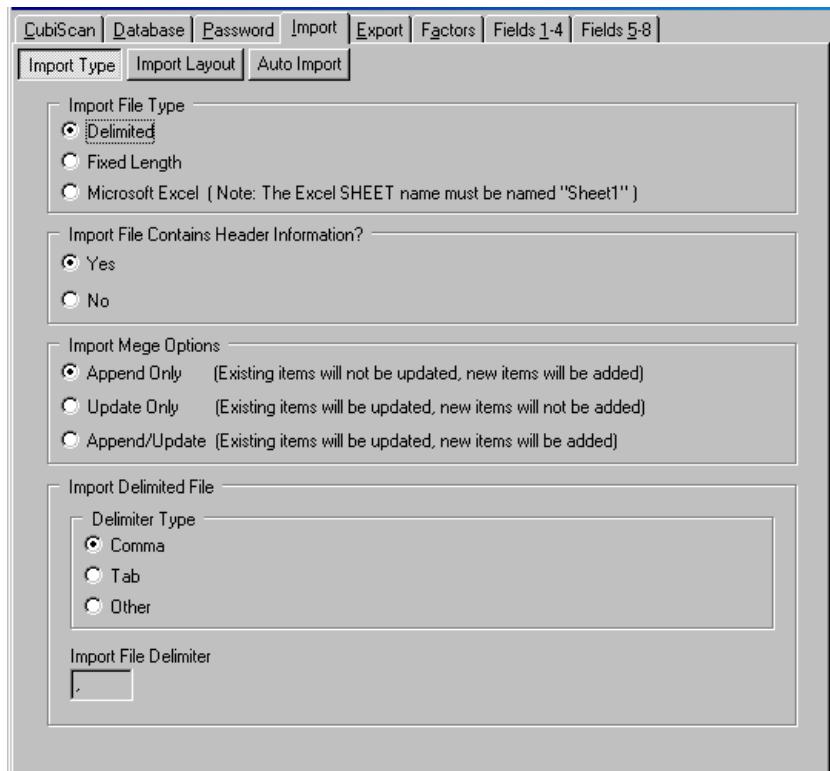
Enter the password exactly as it was entered when set up (case sensitive), and click **[OK]** to open the function.

# Import

The Import option on the File menu is used to import data from an external ASCII text file source. (Refer to “Importing a Database” on page 63 for information.) Click the **Import** tab to set up the import options, the layout of the imported database fields, and the automatic import function.

## Import Type

Select the **Import Type** tab to set up the options that define the type of files that can be imported.



**Import File Type** Select the file type to be used when importing database tables. The default is delimited.

### **Delimited**

Variable length, delimited files (.csv or .txt file extension) contain variable length records, each separated by a carriage return/line feed pair. Fields may vary in length and are separated by field separators. Leading and trailing spaces for numeric and character fields are truncated. The format of date fields depends on your Windows regional settings. If you select this option, additional options to define the delimiter type become available at the bottom of the tab (see “Import Delimited File” on page 33).

### **Fixed Length**

Fixed length files (.txt) contain fixed length records, each separated by a carriage return/line feed pair. Fields are fixed in length with no field separators. Character fields are padded with trailing blanks, and numeric fields are padded with leading blanks. The format of date fields depends on your Windows regional settings.

### **Microsoft Excel**

Files that are formatted for Microsoft Excel (.xls file extension). The Excel sheet name must be “Sheet1” to be imported correctly.

## **NOTE**

*Only files created in Excel versions earlier than 2007 can be imported (.xls files).*

**Import File Contains Header Information?**

Select **Yes** if the file to be imported contains header information. If the file contains header information, and you do not select “Yes,” the header information will be imported as data.

**Import Merge Options**

Select the method you want to use to import the data into an existing database.

### **Append Only**

Only new items are added to the existing database. Duplicate items (items with the same item numbers) are *not* added or updated).

### **Update Only**

Duplicate items are updated, but new items are *not* added to the database.

**Append/Update**

New items are added to the existing database, and any duplicate items are updated.

**Import Delimited File**

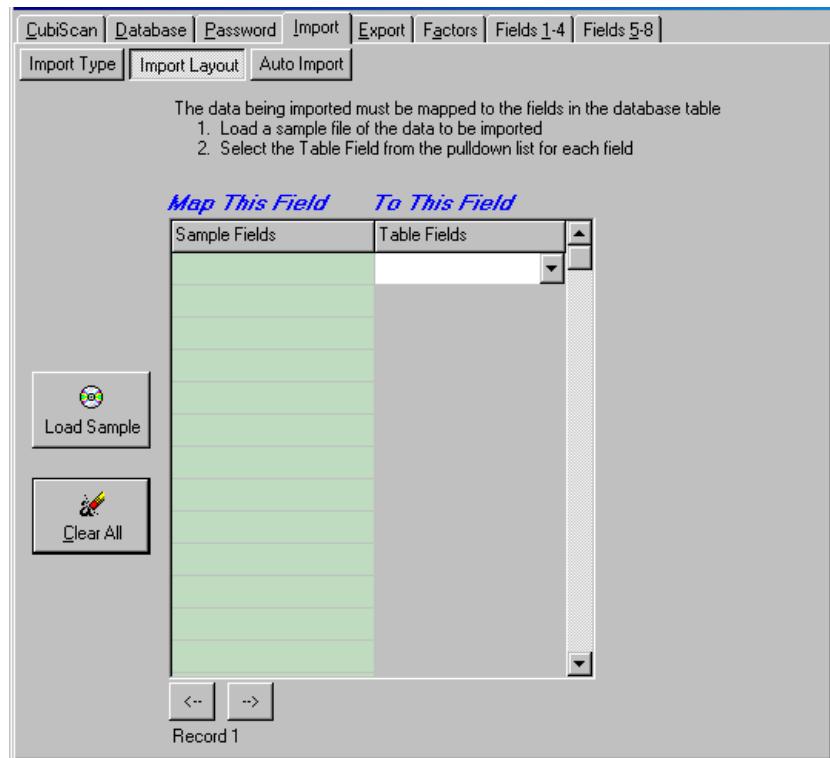
This option is only available if you selected “Delimited” as the import file type. Select the delimiter type used in the text file: **Comma, Tab, or Other.** If you select “Other,” enter the delimiter in the “Import File Delimiter” box.

## Import Layout

The layout of the information in the text file must match the Qbit-DB database layout to be imported correctly. You must set up the Import Type options before you map the layout (see “Import Type” on page 31).

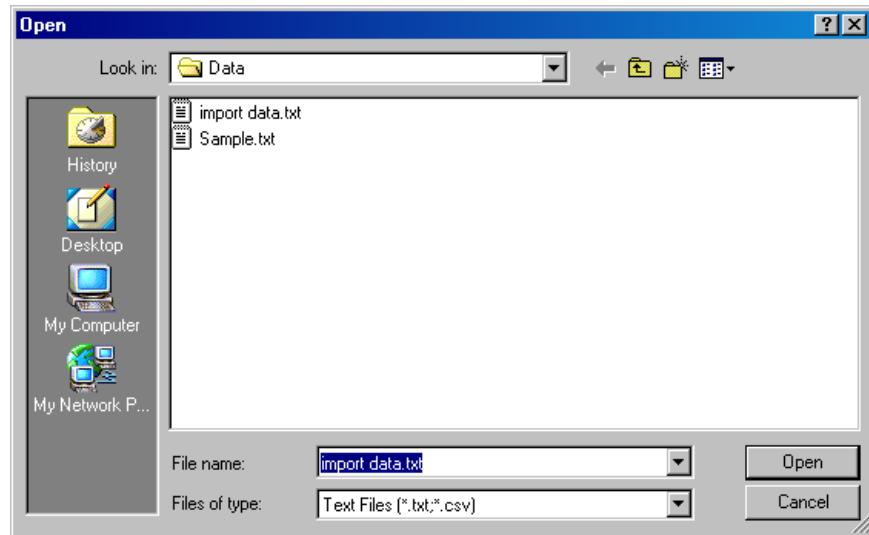
Do the following to map the fields in the text file to the Qbit-DB database fields.

1. Select the **Import Layout** tab.



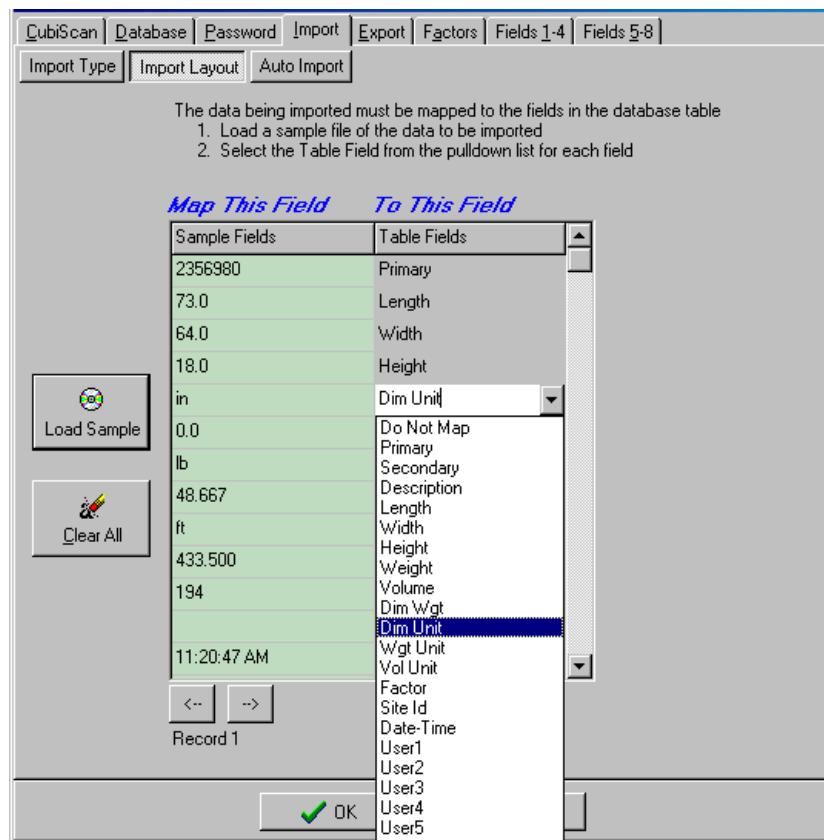
2. Create a sample file from the file you want to import. The file should contain a sample of every field in the import file so that all fields can be mapped to a corresponding field in Qbit-DB. The sample file must be the same type that you selected under “Import File Type” in the “Import Type” tab.

3. Click [**Load Sample**] to load the sample file you created. The following dialog box is displayed.



4. If necessary, browse to the folder containing the sample file, select the file, and click [**Open**].

The fields from the sample file are listed under “Sample Fields.” Fields are read left to right and are determined by the import file type you selected (delimited, fixed length, or Excel) and, if delimited, the delimiter you selected. For example, if you specified a tab-delimited file, each time a tab is encountered, the data following it is set up as a new field.



- Click each sample field to select it, then click the “table field” next to it, and select from the drop-down list the Qbit-DB database field to which you want to map the import file field. See the illustration above for examples.



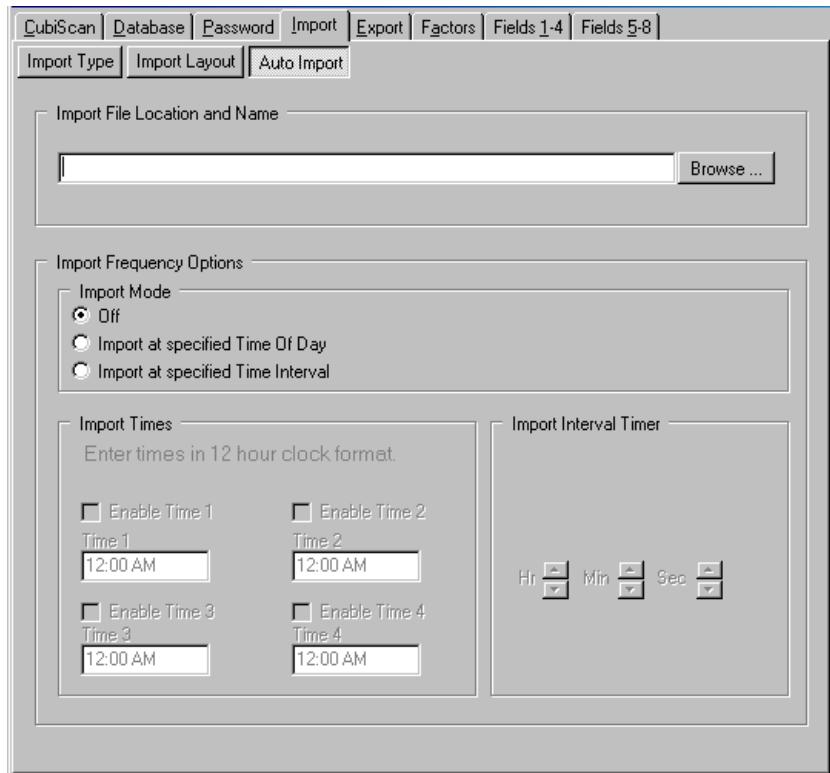
To move backwards and forwards from item to item in the sample file, click the arrows beneath the list of fields.



To clear all of the fields and start over, click **[Clear All]**.

## Auto Import

To set up Qbit-DB to automatically import a file at a specified time of day or at specified time intervals, click the **Auto Import** tab.

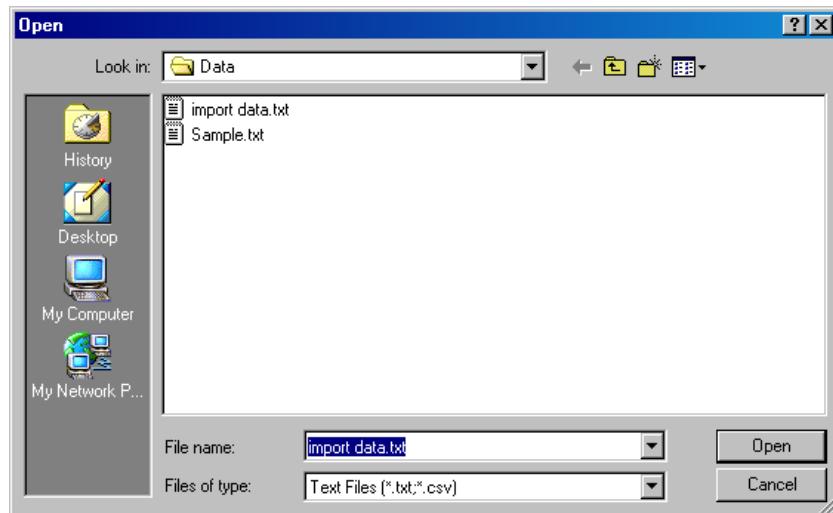


**NOTE** ➔ You must set up the Import Type options and map the layout before you set up auto import (see “Import Type” on page 31 and “Import Layout” on page 33).

After you set up an auto import, the number of hours/minutes/seconds to the next scheduled import is displayed in the status bar of the main window (see “Main Window” on page 2).

**Import File Location and Name**

Enter the directory path and file name of the import file you want to schedule, or click [**Browse**] to find the file. The following dialog box is displayed.



Browse to the folder containing the import file, select the file name, and click [**Open**]. The path and file name are inserted in the field.

## Import Frequency Options

**Import Mode** Select the mode for automatic importing, as follows.

### Off

Select this option to disable automatic import.

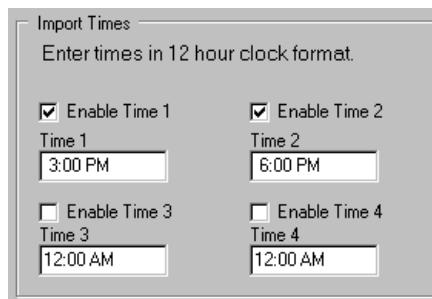
### Import at Specified Time of Day

Select this option to set up a time of day to import the selected file. The “Import Times” options become available to set up the time(s) of day for import.

### Import at Specified Time Interval

Select this option to set up a time interval to import the selected file. The “Import Interval Timer” options become available to set up the time interval for import.

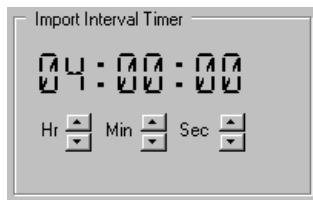
- Import Times** If you selected “Import at Specified Time of Day,” this section is available to set up the time of day you want the file imported.



You can set up four different times to import a file. Click **Enable Time 1** to enter the first import time. Then type the time of day in the “Time 1” text box in a 12-hour clock format (i.e., 1:00 AM, 2:00 PM, and so on). Do the same to set up times 2 through 4 as required.

The selected file will be imported automatically every day at the specified time or times until you disable the time.

- Import Interval Timer** If you selected “Import at Specified Time Interval,” this section is available to set up the interval timer.



Click the arrow buttons to scroll up or down from 1 to 23 hours, 1 to 59 minutes, and 1 to 59 seconds. Click once to scroll one at a time, or click and hold to scroll quickly through the numbers in sequence.

The selected file will be imported automatically at the specified time intervals. For example, if you select 2 hours, the file will be imported every 2 hours.

# Export

---

The Export option on the File menu is used to export data to an external ASCII text file or upload it via FTP (File Transfer Protocol). (Refer to “Exporting a Database” on page 66 for information.) Click the **Export** tab to set up the export options, the layout of the exported database fields, and the automatic export function.

**NOTE**  *The options in the Export tab do not apply when you export a database using the “Run Manual Excel Export” function (see page 70).*

## Export Type

Select the **Export Type** tab to set up the options that define the type of files that can be exported.



The screenshot shows the 'Export Type' tab selected within a configuration dialog box. The top navigation bar includes tabs for CubiScan, Database, Password, Import, Export (selected), Factors, Fields 1-4, Fields 5-8, Export Type (selected), Export Layout, and Auto Export. The 'Export Type' section contains the following settings:

- Export File Type:** Radio buttons for Delimited (selected) and Fixed Length.
- Export Header Information?**: Radio buttons for Yes (selected) and No.
- Export Delimited File:**
  - Delimiter Type:** Radio buttons for Comma (selected), Tab, and Other.
- Export File Delimiter:** A text input field containing a comma (,).
- Add Double Quotation Marks Around Character Strings:** A checkbox that is unchecked.

**Export File Type** Select the file type to be used when exporting database files. The default is delimited.

### **Delimited**

Variable length, delimited files (.csv or .txt file extension) contain variable length records, each separated by a carriage return/line feed pair. Fields may vary in length and are separated by field separators. Leading and trailing spaces for numeric and character fields are truncated. The format of date fields depends on your Windows regional settings. If you select this option, additional options to define the delimiter type become available at the bottom of the tab (see “Import Delimited File” on page 33).

### **Fixed Length**

Fixed length files (.txt file extension) contain fixed length records, each separated by a carriage return/line feed pair. Fields are fixed in length with no field separators. Character fields are padded with trailing blanks, and numeric fields are padded with leading blanks. The format of date fields depends on your Windows regional settings.

**Export Header Information?** Select **Yes** if you want to include header information in the file when it is exported. Select **No** if you do not want to include it.

**Export Delimited File** This option is only available if you selected “Delimited” as the export file type. Select the delimiter type used in the text file: **Comma**, **Tab**, or **Other**. If you select “Other,” enter the delimiter in the “Export File Delimiter” box.

**Add Double Quotation Marks Around Character Strings** Select this option if you want quotation marks placed around character strings in the exported file. The double quotation marks will keep the characters within the quotation marks together in the export file.

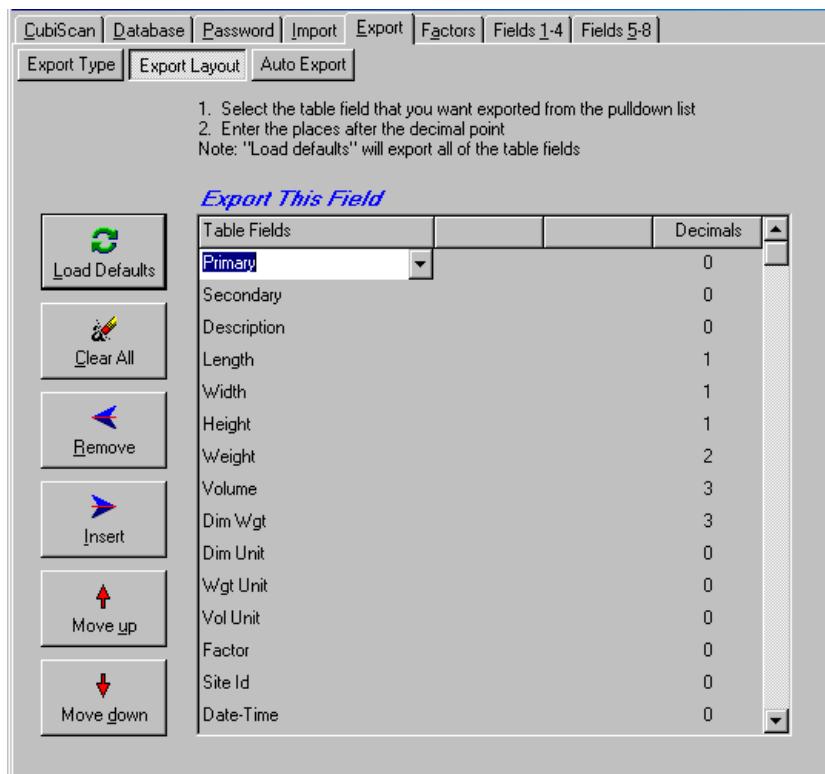
**NOTE** 

*To export a file that you want to load into Microsoft Excel, choose “comma-delimited.”*

## Export Layout

You can change the layout of the database table for the export file. You can select which fields you want included, change the length of the field, change the decimal point location, or even rearrange the fields. You must set up the Export Type options before you change the layout (see “Export Type” on page 40). Do the following to set up the fields in the database table for export.

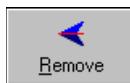
Select the **Export Layout** tab.



Click **[Load Defaults]** if you want to export the database as it appears in Qbit-DB, or to display all of the fields in the database table so that you can edit the layout.



Click [**Clear All**] to clear all of the fields from the layout list.



Click a table field and then click [**Remove**] to remove the field from the exported database.



Click a table field and then click [**Insert**] to insert a field above the selected field.



Click a table field and then click [**Move Up**] to move the selected field up one position in the table.



Click a table field and then click [**Move Down**] to move the selected field down one position in the table.

Click the drop-down arrow at a table field to display a list of available fields and select a field name to add or change a field label.

Table Fields			Decimals	▲
Primary			0	
Sequence			0	
Primary				
Secondary			0	
Description			1	
Length			1	
Width				

### **NOTE** ➔

The “SPACE FILLER” option in the drop-down list can be used to specify an empty or blank field.

If you specified fixed length as the file type in the “Export Type” tab, click in the second column next a field to change the starting position (in number of characters) of the field.

Table Fields	Start Position	Size	Decimals	▲
Primary	1	35	0	
Secondary	36	20	0	
Description	56	40	0	
Length	96	20	1	

If you specified fixed length as the file type in the “Export Type” tab, click in the “Size” column next to a field to change the number of characters in the field.

Table Fields	Start Position	Size	Decimals
Primary	1	35	0
Secondary	36	20	0
Description	56	40	0
Length	96	20	1

Click in the “Decimals” column for a field to add or change the number of characters after the decimal point for entries in the field. This applies to decimal fields only (e.g., dimensions, weight, volume).

Table Fields			Decimals
Primary			0
Secondary			0

## Auto Export

To set up Qbit-DB to automatically export a file at a time of day, at specified time intervals, or after every update, click the **Auto Export** tab.

### **NOTE** ↗

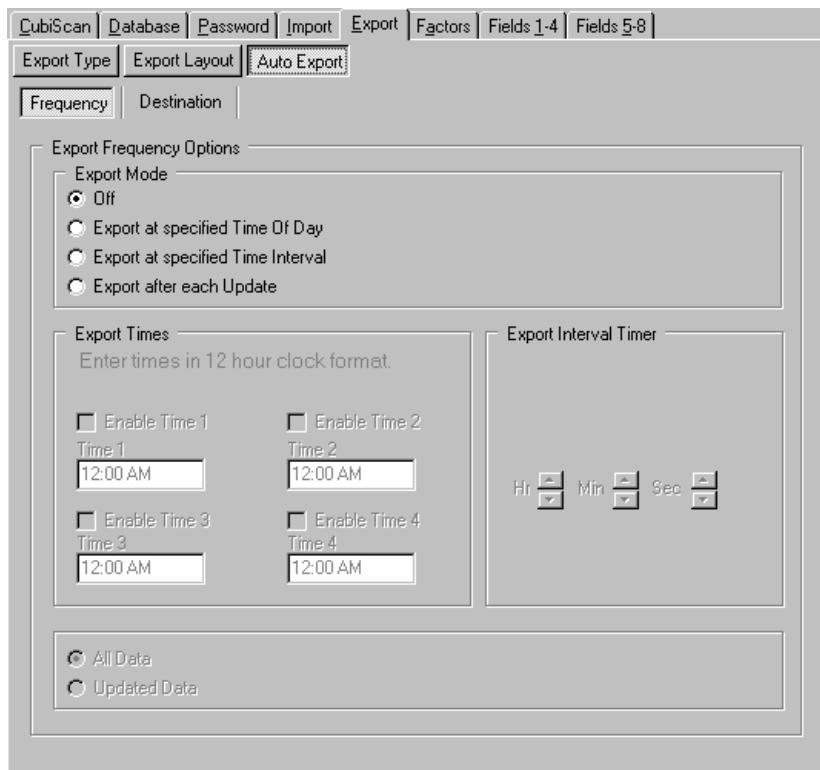
*You must set up the Export Type options and the Export Layout before you set up auto export (see “Export Type” on page 40 and “Export Layout” on page 42).*

After you set up an auto export, the number of hours/minutes/seconds to the next scheduled export is displayed in the status bar of the main window (see “Main Window” on page 2).

Click the **Frequency** tab to set up the time(s) to export the file, then click the **Destination** tab to select the type of output.

**NOTE**  The options in the Destination tab are not available until you select a frequency option in the Frequency tab.

**Frequency** Click the **Frequency** tab to set up the mode and times to export.



**Export Mode** Select the mode for automatic exporting, as follows.

**Off**

Select this option to disable automatic export.

**Export at Specified Time of Day**

Select this option to set up a time of day to export the database file. The “Export Times” options become available to set up the time(s) of day for export.

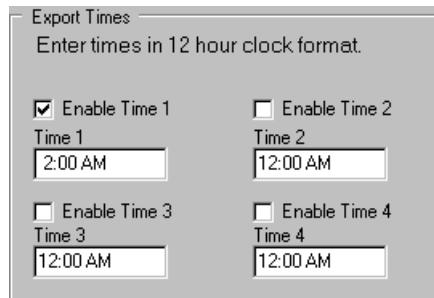
### Export at Specified Time Interval

Select this option to set up a time interval to export the database file. The “Export Interval Timer” options become available to set up the time interval for export.

### Export After Each Update

Select this option to automatically export the current database file each time it is updated. No other options are necessary in this tab if you select this option.

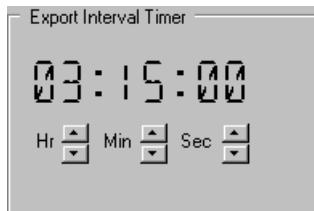
- Export Times      If you selected “Export at Specified Time of Day,” this section is available to set up the time of day you want the file exported.



You can set up four different times to export a file. Click **Enable Time 1** to enter the first export time. Then type the time of day in the “Time 1” text box in a 12-hour clock format (i.e., 1:00 AM, 2:00 PM, and so on). Do the same to set up times 2 through 4 as required.

The database file will be exported automatically every day at the specified time or times until you disable the time.

- Export Interval Timer If you selected “Export at Specified Time Interval,” this section is available to set up the interval timer.

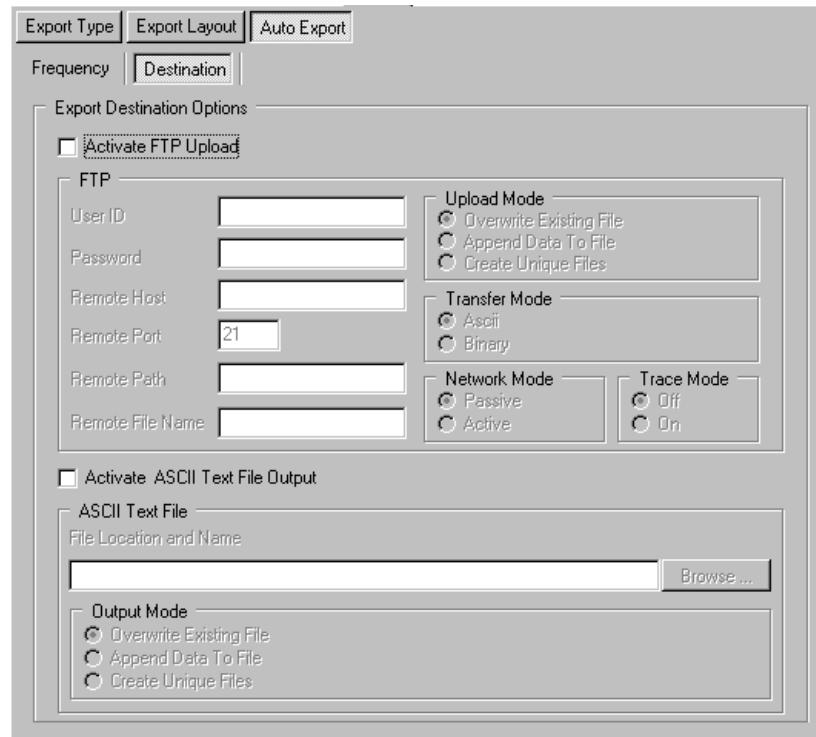


Click the arrow buttons to scroll up or down from 1 to 23 hours, 1 to 59 minutes, and 1 to 59 seconds. Click once to scroll one at a time, or click and hold to scroll quickly through the numbers in sequence.

The database file will be exported automatically at the specified time intervals. For example, if you select 2 hours, the file will be exported every 2 hours.

- All Data If you selected a time of day or time interval for the export, select Updated Data whether you want to export **All Data** in the database or only the **Updated Data**.

**Destination** Click the **Destination** tab to set up the type of output for the export file.

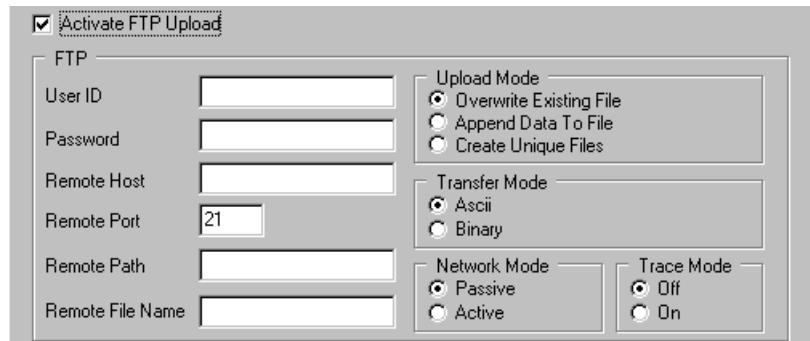


Select whether you want to upload the export file to a host using FTP or output the file to an ASCII text file. You can select one or the other or both options.

### Activate FTP Upload

Select **Activate FTP Upload** to activate the FTP upload option. The data is saved in a text (.txt) file in the *.../CubiScan/Qbit-DB/FT* folder. The file name indicates the date and time the file was created.

Set up the options to upload the database file to a host via FTP when it is exported automatically. You can obtain this information from your network administrator.



**FTP** Enter the login information required by your network for file transfer.

**User ID**

Enter a valid user ID (required for upload access to the host site).

**Password**

Enter a valid password (required for upload access to the host site).

**Remote Host**

Enter the name of the FTP host (e.g., ftp.host.com)

**Remote Port**

Enter the port used for the transfer, normally “21.”

**Remote Path**

Enter the directory path on the host. Be sure to use the correct syntax for the server type (e.g., \...\ or /.../).

**Remote File Name**

Enter a name for the file on the host.

**Upload Mode** Select the option you want to use to create the exported file.

**Overwrite Existing File**

Select this option to overwrite a previously uploaded file.

**Append Data to File**

Select this option to append (add) the uploaded file to an existing file.

**Create Unique Files**

Select this option to export the data into a unique file that will contain only the exported records.

**Transfer Mode** Select the file transfer method.

**ASCII**

Select this option if you want the file to be exported in ASCII (plain text) mode.

**Binary**

Select this option if the file contains formatted text, non-text characters, or other data not interpreted as text.

**Network Mode** Select your network mode.

**Passive**

Select this option if your network uses passive FTP.

**Active**

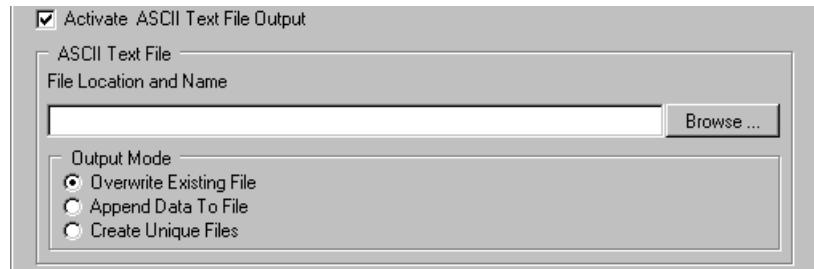
Select this option if your network uses active FTP.

**Trace Mode** Select whether you want packet tracing on or off for the file transfer.

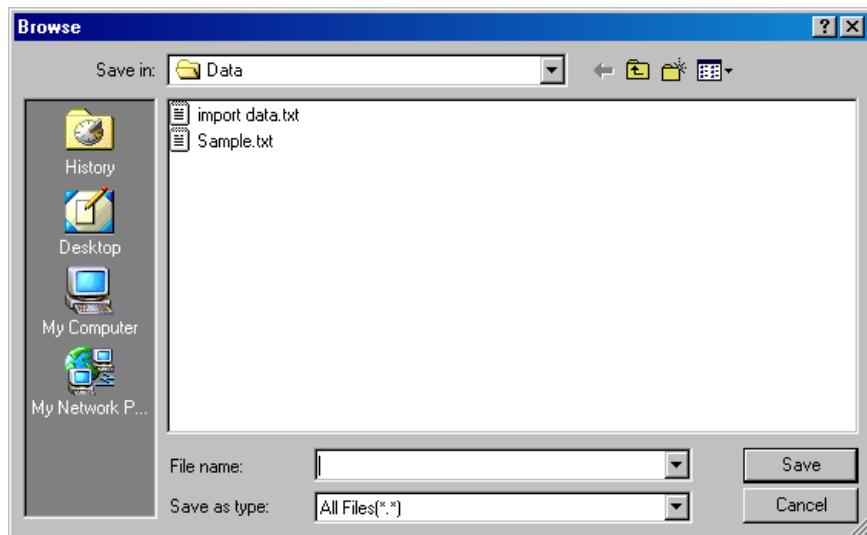
**FTP Transfer Process** After you have configured the frequency and FTP settings, the file transfer process is automatic and only requires periodic monitoring of the message box to identify any problems (messages in red).

## Activate ASCII Text File Output

Select this option to output the exported data to an ASCII text file.



**File Location and Name** Enter a directory path and complete file name for the exported file. Or click **[Browse]**, and the following dialog box is displayed.



Browse to the folder in which you want to save the file. If you want to write over or append to an existing file, select the file name; if you want to create a unique file, enter a file name in the "File name" field (including the extension, which can be any ASCII text file extension, e.g., .txt, .csv). Click **[Save]**. The path and file name are inserted in the field in the "Auto Export" tab.

**Output Mode** Select the option you want to use to create the exported file.

**Overwrite Existing File**

Select this option to overwrite a previously uploaded file.

**Append Data to File**

Select this option to append (add) the uploaded file to an existing file.

**Create Unique Files**

Select this option to export the data into a unique file that will contain only the exported records. The file format is the month, day, year, hour, minutes, and seconds the file was created with a hyphen and the file name you entered (e.g., *051209170159-unique.xls*).

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## Factors

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Click the **Factors** tab to enter or edit the domestic and international dimensional weight factors for the CubiScan. A dimensional weight is calculated for each measurement (both domestic and international).

CubiScan | Database | Password | Import | Export | Factors | Fields 1-4 | Fields 5-8 |

Dimensional Weight Factors

	DOMESTIC	INTERNATIONAL
Cubic Inches Per Pound	194	166
Cubic Inches Per KiloGrams	428	366
Cubic Centimeters Per Pound	3179	2720
Cubic Centimeters Per Kilogram	7009	5997

NOTE: Dimensional Weight = Length \* Width \* Height / Factor

This equation is used to compute a dimensional weight (a density calculation based on a parcel's volume).

Freight carriers often compare the dimensional weight to actual weight when applying shipping charges.

An item's dimensional weight is its density based on volume and is calculated using the following equation:

$$\text{Dimensional Weight} = \text{Length} * \text{Width} * \text{Height} / \text{Factor}$$

- Defaults Click **[Defaults]** to use the default values provided by Quantronix. Or, click in each text box and enter your own values for each factor.

# User Fields

User fields are fields in which you can enter in the database any additional information you want about an item. User fields are labeled “User Field 1” through “User Field 8” by default, however you can change the labels. Two tabs are available to set up user fields: **Fields 1-4** and **Fields 5-8**.

User Field	Field Name	Field Length (1-30)	Enable Field	Mandatory Entry	Hide Field	Include this field when repeating	Data Entry Type
User 1	User 1	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> Any Character <input type="radio"/> Alpha Numeric Characters <input type="radio"/> Alphabetic Characters <input type="radio"/> Numeric Characters <input type="radio"/> Y/N Character
User 2	User 2	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> Any Character <input type="radio"/> Alpha Numeric Characters <input type="radio"/> Alphabetic Characters <input type="radio"/> Numeric Characters <input type="radio"/> Y/N Character
User 3	User 3	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> Any Character <input type="radio"/> Alpha Numeric Characters <input type="radio"/> Alphabetic Characters <input type="radio"/> Numeric Characters <input type="radio"/> Y/N Character
User 4	User 4	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> Any Character <input type="radio"/> Alpha Numeric Characters <input type="radio"/> Alphabetic Characters <input type="radio"/> Numeric Characters <input type="radio"/> Y/N Character

Use the following options to set up one or more user fields.

**NOTE** *User Field 8 is numeric only.*

Field Name	Type a label for the field. The label is displayed in the place of the “User Field” default label in the main window and as the column heading in the database table.
Field Length	Enter the maximum number of characters that can be entered in the field (from 1 to 30). You will not be allowed to enter more than the specified number of characters in the field.
Enable Field	Select this option to enable the user field. Once enabled, the field becomes available after the item number is entered and remains available until the record is updated.
Mandatory Entry	Select this option if you want an entry to the field to be mandatory. A valid entry will be required in the field before the item record can be updated.
Include This Field When Repeating	Select this option if you want the user field included when you repeat an item number. (Repeat is only available if the secondary field is enabled; refer to “Secondary Field” on page 22.)
Hide Field	Select this option to hide a disabled user field in the main window.
Data Entry Type	This option can be used to limit the type of characters that can be entered in the field to help prevent data input errors. Click the option for the type of characters to be allowed: <b>Any Character</b> , <b>Alpha Numeric Characters</b> , <b>Alphabetic Characters</b> , <b>Numeric Characters</b> , or <b>Y/N Character</b> (yes/no). If you do not want to define any restrictions, select <b>Any Character</b> .

Notes

# Chapter 3

# *Database Management*

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Item measurements and weights are stored in item records (by item number) in a Qbit-DB database table (Access database). This chapter provides information and instructions on managing your Qbit-DB databases. Most of the database functions are found on the Database menu. The Import and Export functions are on the File menu.

When you start Qbit-DB for the first time, an empty database is opened with the default name “Cubiscan.” All of the measurements and weights of the freight you measure are recorded and saved in the open database. You can do either of the following:

- Record the information in the “Cubiscan” database table.
- Create a new database table using the “New Table” function (see “Creating a New Database” on page 58).

If you already have a Qbit-DB database or databases, the last database loaded is opened when you start Qbit-DB. You can do any of the following:

- Save new measurements and weights in the open database table.
- Open a different database table using the “Open Table” function (see “Opening a Database” on page 59).
- Create a new database table using the “New Table” function (see “Creating a New Database” on page 58).

# Creating a New Database

---

Do the following to create a new database.

1. Pull down the Database menu and select **New Table**, and the following prompt is displayed.



2. Type the name that you want to give the new database table.

**NOTE** 

*If you enter the name of an existing database table, an error message appears warning you that the database already exists.*

3. Click **[OK]** and the new, empty database table is opened so you can begin entering data into it.

# **Opening a Database**

---

Do the following to open an existing database.

1. Select **Open Table** from the Database menu, and the following dialog box is displayed.



All of the database tables in Qbit-DB are listed.

2. Click the name of the database table that you want to open, and the table is loaded into Qbit-DB.

Click [**Cancel**] if you do not want to open a new table.

## ***Deleting a Database***

---

Do the following to delete a database table.

1. Select **Delete Table** from the Database menu, and the following dialog box is displayed.



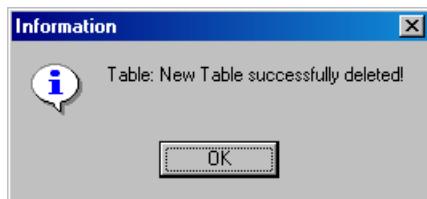
All of the database tables in Qbit-DB are listed.

2. Click the name of the database table that you want to delete, and the following warning is displayed.



3. All records in the selected database table will be deleted and cannot be recovered. Click [**Yes**] if you want to delete the specified database table.

The following message is displayed.



4. Click [**OK**] to close the message.

## ***Emptying a Database***

---

Do the following to delete all of the records from a database table.

1. Make sure the table from which you want to delete all records is the open table.
2. Select **Empty Table** from the Database menu, and the following prompt is displayed.



3. All records in the open database table will be deleted and cannot be recovered. Click [**Yes**] if you want to empty the database table.

The following message is displayed.



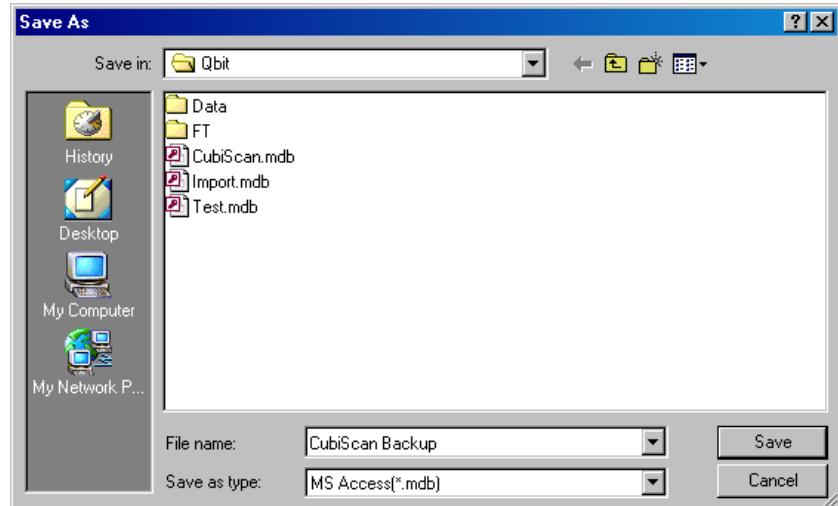
4. Click **[OK]** to close the message.

## ***Copying a Database***

---

You can save a copy of a database table to use as a backup in case of problems with the database or a hard disk or other computer failure. Do the following to save a copy of a database table (the original database table remains unchanged).

1. Select **Save Copy As** from the Database menu, and the following dialog box is displayed.



2. Database tables are saved in the ...\\CubiScan\\Qbit-DB folder by default. If you want to save the copy to a different drive or folder, select the drive letter and/or folder at the “Save in” box.
3. Type a name for the duplicate database table in the “File name” field. The “.mdb” file extension is added automatically.
4. Click **[Save]** to save the duplicate database. The original database remains available in Qbit-DB. The database that was open when you performed the copy function remains open.

You should save backups on removable media (e.g., thumb drive, tape, Zip disk, etc.) and store them in a secure place so that they are available in the event of a hard disk or other computer failure.

## Importing a Database

---

Use the Import function on the File menu to import data from an external ASCII text file source. You must set up the import file options before importing a file (refer to “Import Type” on page 31). Also, the layout of the information in the text file must match the Qbit-DB database layout to be imported correctly. Refer to “Import Layout” on page 33 for instructions on mapping the fields in an import file to the Qbit-DB database fields.

**NOTE** 

*Because older versions of Qbit create Paradox databases while Qbit-DB creates Access databases, you cannot import a database from a previous version of Qbit. To load a database from a previous version of Qbit, use the “Convert Qbit-Win/Qbit-WMS Database” function in the Database tab of the Options function. Refer to “Convert Qbit-Win/Qbit-WMS Database” on page 25.*

Do the following to import data into a database.

1. Open the database to which you want to add or update the new data (see “Opening a Database” on page 59).

If you want to create a new database with the imported data, create a new, empty database with a unique name in which you will insert the imported data (see “Creating a New Database” on page 58).

2. Pull down the Tools menu, and select **Options**.
3. Click the **Import** tab and then the **Import Type** tab.
4. Select the method you want to use to import the data into the existing database.

#### **Append Only**

Only new items are added to the existing database. Duplicate items (items with the same item numbers) are *not* added or updated).

#### **Update Only**

Duplicate items are updated, but new items are *not* added to the database.

#### **Append/Update**

New items are added to the existing database, and any duplicate items are updated.

#### **NOTE**

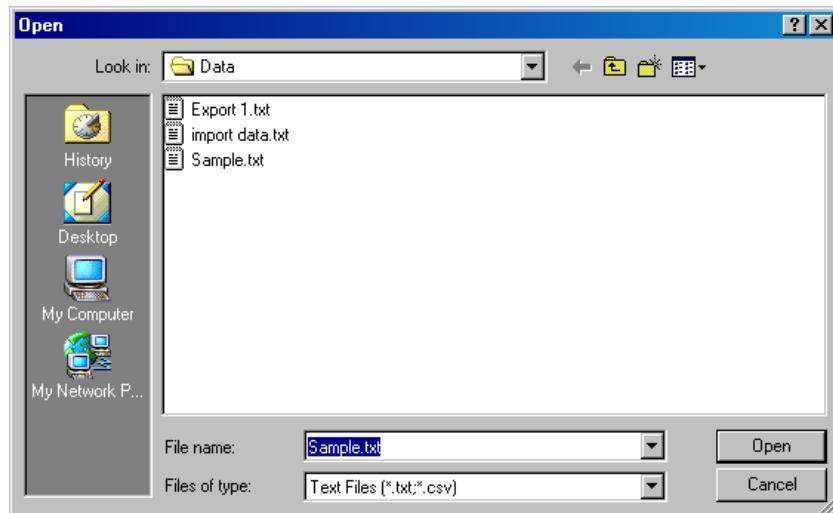
*If you are importing data into a new, empty database, select either **Append Only** or **Append/Update**. (Since you are adding the data to an empty database table, there can be no duplicate records.)*

5. If you have not already done so, select the other import options, and map the import file fields to the database fields in the “Import Layout” tab.
6. Click **[OK]** to save and close the Options dialog box.

**NOTE**

You may want to back up an existing database table before importing the file into it. Refer to “Copying a Database” on page 62 for information.

7. Select **Import** from the File menu. The following dialog box is displayed.



8. If necessary, at the “Look in” box, click  or  and select the drive/folder containing the file you want to import.
9. If necessary, at the “File of type” box, click  and select the format of the imported file.
10. Click the name of the text file to import, and it is inserted in the “File name” field.
11. Click **[Open]** to import the file into the open database table.

The status of the import process and any errors encountered are displayed in the message box.

# ***Exporting a Database***

---

Use the Export option to export an entire Qbit-DB database or a portion of a database to a variable or fixed length format ASCII text file that can be loaded into a different application or moved to a different computer and imported into Qbit-DB. You can also use “auto export” to upload the database via FTP. You must set up the export file options before exporting data (see “Export Type” on page 40). You can also change the layout of the Qbit-DB database table to be exported (not applicable to the “Run Manual Excel Export” function). Refer to “Export Layout” on page 42 for instructions.

Click **Export** on the File menu, and a submenu is displayed with the following functions:

### **Run Auto Export**

Select this function to start the automatic export that you have already set up. (See “Auto Export” on page 44.)

### **Run Manual Export**

When you click this function, a submenu is displayed with the following options:

- All Data

Select this option to create a text file that contains all records in the current database.

- Updated Data

Select this option to create a text file that contains only records updated or added since the last export.

- Date Range

Select this option to create a text file containing all records updated or added within a specified period of time.

### **Run Manual Excel Export**

When you click this function, a submenu is displayed with the following options:

- All Data  
Select this option to create a text file that contains all records in the current database.
- Updated Data  
Select this option to create a text file that contains only records updated or added since the last export.
- Date Range  
Select this option to create a text file containing all records updated or added within a specified period of time.

Refer to the following sections for information on each function.

## Run Auto Export

You can use the “Run Auto Export” function to start the automatic export that you have set up. The export will take place immediately using the options that you set up in the “Auto Export” tab in Options (refer to “Auto Export” on page 44).

This function is useful if you want to manually upload the database to a network using FTP. Set up auto export by selecting the “Activate FTP Upload” option and entering the required login and mode information. Then select **Run Auto Export** to upload the data immediately.

## Run Manual Export

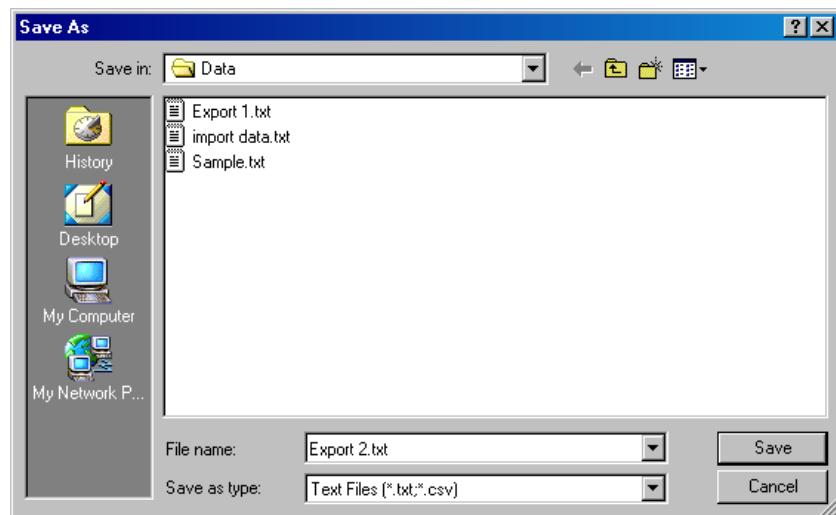
Select this function if you want to manually export all or part of the database to a text file. Select one of the following options.

- All Data/  
Updated Data** Select the “All Data” option to create an export text file containing all records in the current database, or select the “Updated Data” option to create an export file containing only records updated or added since the last export. An updated record is indicated by a “Y” (Yes) in the “Updated” (last) column in the database table. After a

record has been exported, an “N” (No) is shown in the “Updated” column.

Take the following steps to export data using either the “All Data” or “Updated Data” option.

1. Pull down the Tools menu, and select **Options**.
2. Click the **Export** tab and then the **Export Type** tab.
3. Select the export file type and other applicable options (see “Export Type” on page 40).
4. If you want to change the layout of the data, click the “Export Layout” tab and make the desired changes (see “Export Layout” on page 42).
5. Click **[OK]** to save and close the Options dialog box.
6. Select **All Data** or **Updated Data** from the Run Manual Export submenu. The following dialog box is displayed.



7. Export files are saved in the ...\\CubiScan\\Qbit-DB\\Data folder by default. If you want to save the file to a different drive and/or folder, click or at the “Look in” box, and select the drive/folder.
8. Enter a name for the export file in the “File name” field, including the extension, which can be any ASCII text file extension (e.g., .txt, .csv).

If you want to copy over an existing export file, select the drive/folder containing the file you want to copy over, and click the file name to insert it in the “File name” field.

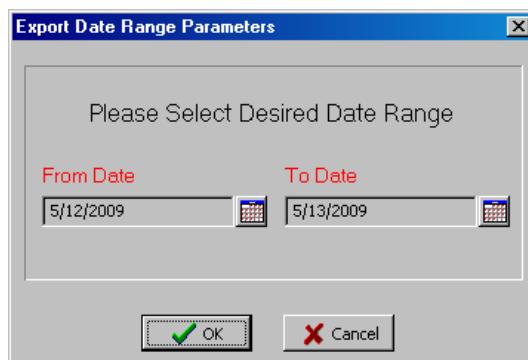
9. Click [**Save**] to export the database table to the file.

The status of the export and any errors are displayed in the message box.

**Date Range**

Use the “Date Range” option to save an export text file containing all records that were updated or added within a specified period of time.

1. Select **Date Range** from the Run Manual Export submenu, and the following dialog box is displayed.



2. By default, the “from” date is yesterday’s date, and the “to” date is today’s date. To change a date, click  and a calendar is displayed from which to choose the date, as follows.



3. Select the date, and click **[OK]**. The date is inserted in the “From Date” or “To Date” field.

The export file will contain all records added or updated on and between the dates you selected.

4. Click **[OK]** to export the data to the file.

The status of the export and any errors are displayed in the message box.

## Run Manual Excel Export

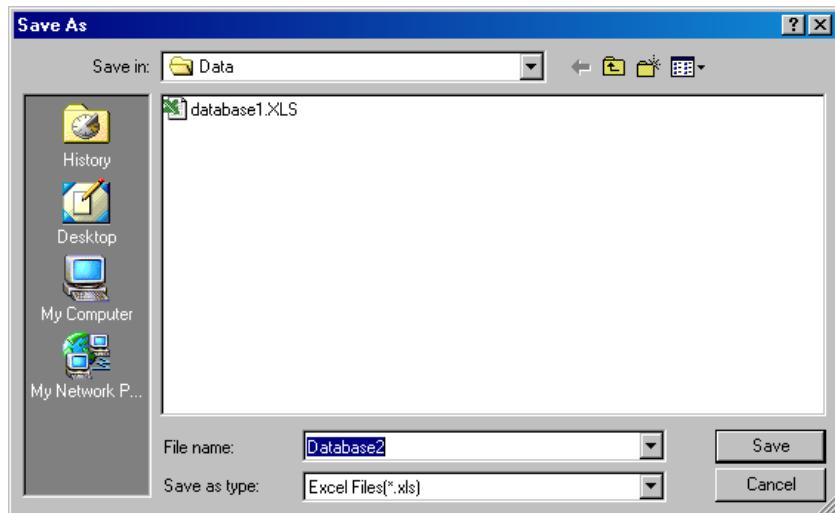
Select this function if you want to manually export all or part of the database to a file that can be loaded directly into Microsoft Excel. You cannot change the layout of the database if you use this export option. The items in the export file will be in the same physical order as in the database table with header information.

Select one of the following options.

**All Data/ Updated Data** Select the “All Data” option to create an export text file containing all records in the current database, or select the “Updated Data” option to create an export file containing only records updated or added since the last export. An updated record is indicated by a “Y” (Yes) in the “Updated” (last) column in the database table. After a record has been exported, an “N” (No) is shown in the “Updated” column.

Take the following steps to export data using either the “All Data” or “Updated Data” option.

1. Pull down the Tools menu, and select **Options**.
2. Click the **Export** tab and then the **Export Type** tab.
3. Select the export file type and other applicable options (see “Export Type” on page 40).
4. Click **[OK]** to save and close the Options dialog box.
5. Select **All Data** or **Updated Data** from the Run Manual Excel Export submenu. The following dialog box is displayed.



6. Export files are saved in the ...\\CubiScan\\Qbit-DB\\Data folder by default. If you want to save the file to a different drive and/or folder, click or at the “Look in” box, and select the drive/folder.
7. Enter a name for the export file in the “File name” field. The .xls file extension is added automatically.

If you want to copy over an existing export file, select the drive/folder containing the file you want to copy over, and click the file name to insert it in the “File name” field.

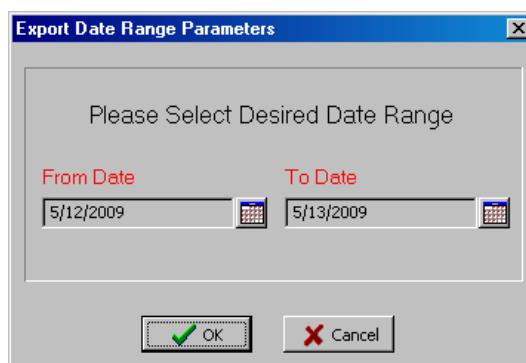
8. Click [**Save**] to export the database table to the file.

The status of the export and any errors are displayed in the message box.

#### Date Range

Use the “Date Range” option to save an export text file containing all records that were updated or added within a specified period of time.

1. Select **Date Range** from the Run Manual Excel Export sub-menu, and the following dialog box is displayed.



2. By default, the “from” date is yesterday’s date, and the “to” date is today’s date. To change a date, click  and a calendar is displayed from which to choose the date, as follows.



3. Select the date, and click **[OK]**. The date is inserted in the “From Date” or “To Date” field.

The export file will contain all records added or updated on and between the dates you selected.

4. Click **[OK]** to export the data to the file.

The status of the export and any errors are displayed in the message box.

Notes

# Chapter 4

# CubiScan Functions

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This chapter provides information on the Qbit-DB functions used to verify, reset, and test the CubiScan. These functions are selected from the Tools menu and include the following:

- Zero  
Use this function to set all empty measurements and weight to zero.
- Status  
Use this function to verify that the CubiScan is operating properly.
- Test Mode  
Use this function to set up the CubiScan for testing.
- Values  
Use this function to display a table of sensor values that can be useful for troubleshooting problems.
- Calibrate  
Use this function to calibrate the sensors and the scale.

**NOTE** 

*The “Zero,” “Status,” “Test Mode,” “Values,” and “Calibrate” functions may not be available (if not available, they are dimmed or grayed) depending on whether or not the functions are available on the selected CubiScan model.*

Refer to the following sections for more information on each function.

## Zero

---

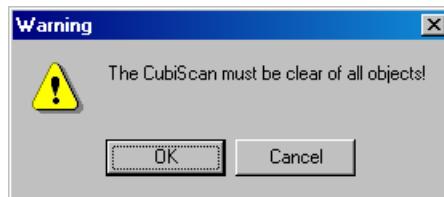
Use the Zero function to “zero” the CubiScan. Zeroing sets all empty measurements and weight to zero. The weight of the platform and the measurement from each sensor to the platform sides when the platform is empty must be set to zero for the CubiScan to operate properly. A CubiScan zeros itself automatically every five seconds when it is not in Measure mode. However, you may need to manually zero the CubiScan in the following circumstances:

- If, during a long measuring session, environmental conditions (temperature and humidity) have changed noticeably.
- If you suspect that the last zeroing was in error (e.g., something was on the platform).

**NOTE** 

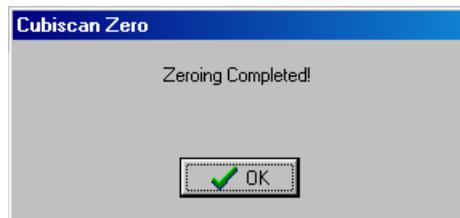
*Make certain that the CubiScan platform is free of all objects before using Zero. If not, the zero reading will not be accurate.*

1. Pull down the Tools menu, and select **Zero**. The following prompt is displayed.



2. Verify that the CubiScan platform is free of ALL objects, then click **[OK]** to proceed.

3. After the scale and sensors are zeroed, the following message is displayed.



4. Click **[OK]** to return to the main window.

## Status

---

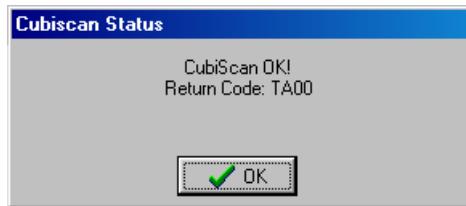
Use the Status function to verify that the CubiScan is operating properly.

1. Select **Status** from the Tools menu, and the following prompt is displayed.



2. Verify that the CubiScan platform is free of ALL objects, then click **[OK]** to proceed.

3. The current status is checked and an appropriate message returned. If there are no problems, the following message is displayed.



4. Click **[OK]** to return to the main window.

If any problems are found, an error message appears. For example:

**TAXX – [error message]**

(where XX is the error number)

If you get an error message, first verify that the CubiScan is turned on, then refer to the Troubleshooting chapter in your CubiScan manual for further help.

# ***Test Mode***

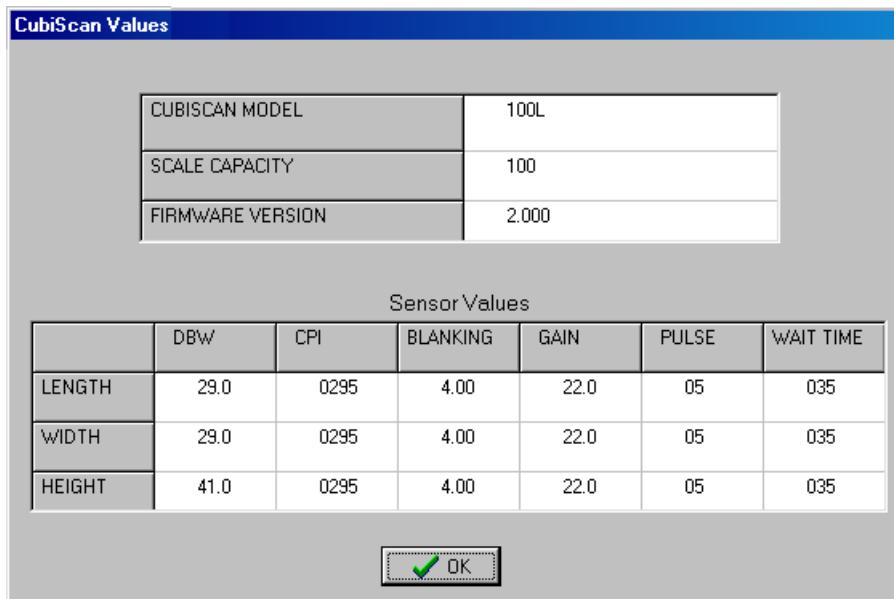
Use the Test Mode function to set up the CubiScan for testing purposes. When you select this function, the CubiScan measures, weighs, and displays the results continuously, as shown below.

The collected data continues to scroll on the screen until you exit test mode. The data collected is not recorded or saved. To exit from test mode, click **[Cancel]**.

## Values

---

Use the Values function to display a table of sensor values that can be useful for troubleshooting problems with the CubiScan.



Click **[OK]** to return to the main window.

## Calibrate

---

Use Calibrate to recalibrate the CubiScan sensors (or CubiScan 30 lasers) and scale. Refer to your CubiScan manual for information on when the CubiScan should be calibrated.

Before calibrating the CubiScan, remove all packages or other material from the platform, and blow any dust off the sensor screens.

Refer to your CubiScan manual for information on cleaning the sensors.

To perform the calibration, you will need the following:

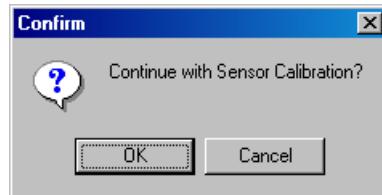
- Official test weight. The weight varies for each model of CubiScan; refer to your CubiScan manual. (It is recommended that you calibrate with the maximum weight.)
- Calibration cube—supplied with the CubiScan (remove the wrapping from the calibration cube before using).

Refer to the appropriate section below to proceed.

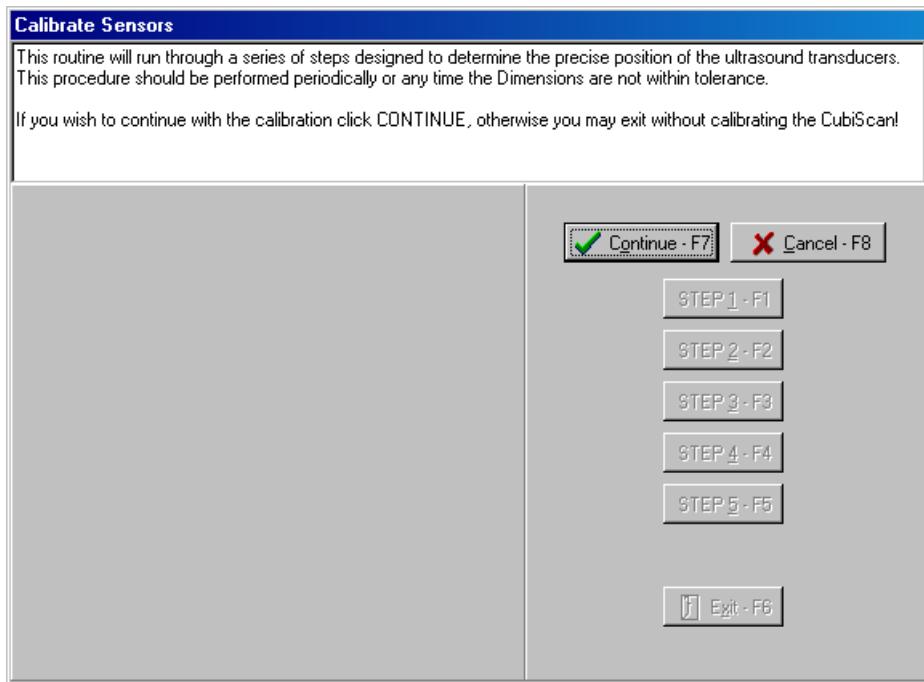
## Sensors

Take the following steps to calibrate the CubiScan's sensors.

1. Select **Calibrate** from the Tools menu, then select **Sensors**.  
The following prompt is displayed.



2. Click **[OK]** to proceed, and the following dialog box appears.



3. Click [**Continue**] (or press <F7>).
4. Click [**Step 1**] (or press <F1>).
5. Clear the CubiScan of all objects and click [**Step 2**] (or press <F2>).
6. Place the calibration cube on the CubiScan platform with the long dimension (12 inches) facing left, and click [**Step 3**] (or press <F3>).
7. Turn the calibration cube so that the long dimension (12 inches) is facing right, and click [**Step 4**] (or press <F4>).
8. Turn the calibration cube so that the long dimension (12 inches) is facing up, and click [**Step 5**] (or press <F5>).

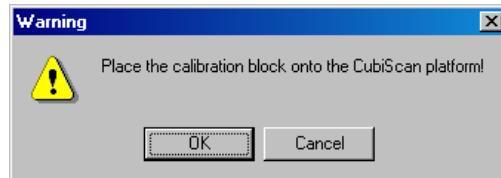
The sensor calibration is finished.

9. Click [**Exit**] (or press <**F6**>) to return to the main window.

## Laser

Take the following steps to calibrate the CubiScan 30 lasers. (A CubiScan 30 model must be selected in the Tools menu, Options, CubiScan tab.)

1. Select **Calibrate** from the Tools menu, then select **Laser**. The following prompt is displayed.



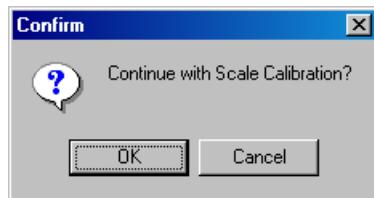
2. Place the calibration standard block on the CubiScan platform, and click [**OK**] to proceed.
3. Follow the instructions in the CubiScan 30 *Operations and Technical Manual* to calibrate the lasers.

## Scale

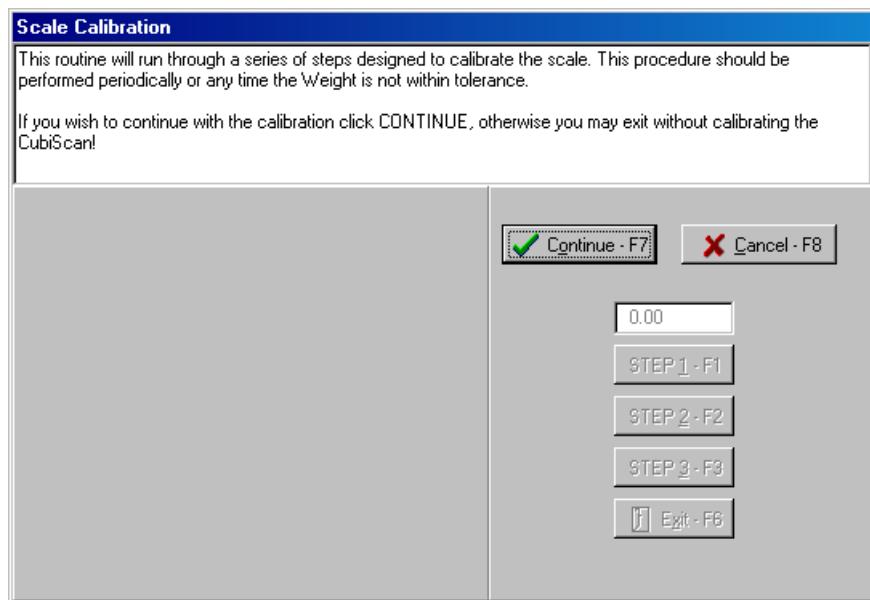
This option may not be available for all CubiScan models. Refer to your CubiScan *Operations And Technical Manual* for information.

Take the following steps to calibrate a CubiScan scale.

1. Select **Calibrate** from the Tools menu, then select **Scale**. The following prompt is displayed.



2. Click **[OK]** to proceed and the following dialog box appears.



3. Click **[Continue]** (or press **<F7>**). The cursor moves to the text box.
4. Enter the weight of the official calibration test weight. Refer to your CubiScan manual for specific recommendations.
5. Click **[Step 1]** (or press **<F1>**).

6. Clear the CubiScan of all objects and click [**Step 2**] (or press <**F2**>).
7. Place the test weight on the CubiScan platform, wait for the platform to stop moving, and click [**Step 3**] (or press <**F3**>).

The scale calibration is finished.

8. Click [**Exit**] (or press <**F6**>) to return to the main window.
9. Remove the test weight from the CubiScan platform, make sure the platform is completely clear of all objects, and select **Zero** from the Tools menu to zero the CubiScan.

Notes

# Chapter 5

# Measuring Freight

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This chapter describes how to measure freight. If your CubiScan has a scale, weight is automatically recorded at the same time as the measurements.

There are two methods you can use to measure freight in Qbit-DB depending on how you enter items in your database, as follows.

1. Measure items that are already listed in an imported database (refer to “Importing a Database” on page 63 for information on importing a database). Depending on your setup, there are two ways to select the item to be measured from the database.

#### Auto Advance:

If you will be measuring items in the same order they are listed in the database, you can set up the “Auto Advance through Items” function in Options (see “Database Options” on page 23 for information). If Auto Advance is set up, you select the first item, and Qbit-DB automatically moves down the database list in sequential order as you measure and update each item. However, you can also manually click an item to select it.

#### Select Items Manually:

Read an item’s label to identify it, then click the item in the database table to select the item, as shown below.

Sequence	Item Number	Pack Type	Description	Length	Width	Height	Weight	Volume	Dim Wgt	Dim Unit	Wgt
1	789023344		Liter	3	5	12	0.75	180	0.928	in	lb
2	789022343	6-pack	Soda Pop	9	11	7	0.8	693	3.572	in	lb
3	789012343	6-pack	Soda Pop	10	6	8	1.4	480	2.474	in	lb
4	789230301	Case	Bottles	24	12	12	6	3456	329896907	in	lb
6	789012343	12-pack	Soda	20	12	8	2.5	1920	9.897	in	lb

2. Enter items into the database manually or by scanning as you measure each item.

With the cursor at the “Item Number” field, you can do one of the following:

- If your system has a scanner, scan the item, and the number is inserted in the “Item Number” field. Then press <Enter>.
- Type the item number in the “Item Number” field, and press <Enter>.

**NOTE** 

An <Enter> key can be programmed into a barcode scanner; see your system or hardware administrator for assistance.

## Measuring Existing Items

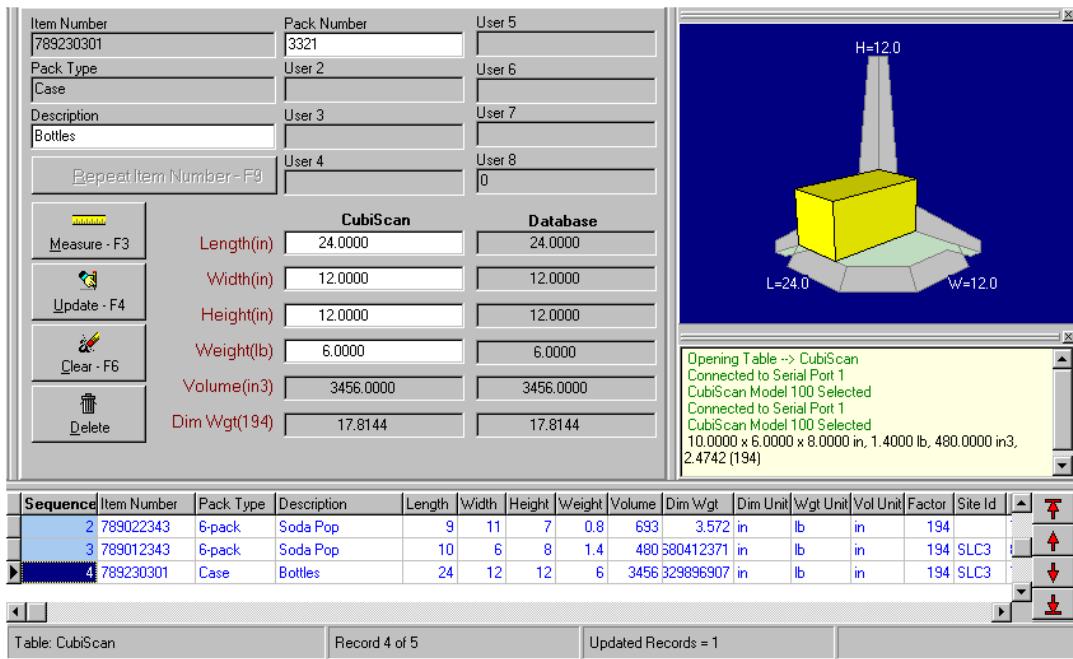
---

Do the following to measure items listed in an existing database.

1. If necessary, open the database that contains the items you are going to measure.
2. Verify that all of the CubiScan options have been set up correctly (see “CubiScan” on page 18).
3. Place the item to be measured on the CubiScan (refer to your *CubiScan Operations Manual* for details on correct freight placement).
4. In Qbit-DB, select the item to be measured using one of the methods described at the beginning of this section.

5. Click  to measure the item. The measurement process is shown on the screen, the measurements are inserted into the

dimension fields, and a simulation of the measured freight is shown in the CubiScan picture box.



6. (This step is only necessary if “tare” is enabled and the freight being measured requires a tare adjustment.) To apply tare values to an item, pull down the Actions menu and select **Apply Tare Values**, or press **<Ctrl><T>** after you measure the item. Tare values are subtracted from the measurements or weight. (Set up tare values in Options on the Tools menu. Refer to “Tare Values” on page 24 for information.)
7. Edit the data as required (see “Editing Data” on page 93).

8. When you are finished, click  to update the item record.

To clear an item's measurement data and start over (or to measure a different item), click  . A record must either be updated or cleared before you can measure another item.

9. Remove the item from the CubiScan, and repeat the steps above for the next item.

## ***Measuring New Items***

---

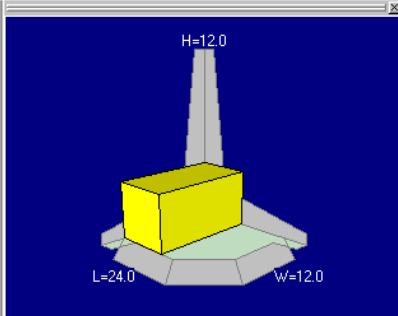
Do the following to enter new items into the database as you measure them.

1. If necessary, open the database in which you want to enter the items you are measuring.
2. Verify that all of the CubiScan options have been set up correctly (see “CubiScan” on page 18).
3. Place the item to be measured on the CubiScan (refer to your *CubiScan Operations Manual* for details on correct freight placement).
4. Verify that the cursor is in the “Item Number” field.

If not, click  to save the last measurement or click  if it is not valid or is already saved.

5. Scan the item or type in the item number, and press <Enter>. (An <Enter> key can be programmed into a barcode scanner; see your system or hardware administrator for help.)

6. Click  **Measure - F3** to measure the item. The measurement process is shown on the screen, the measurements are inserted into the dimension fields, and a simulation of the measured freight is shown in the CubiScan picture box.

<table border="1" style="width: 100%; border-collapse: collapse; padding: 5px;"> <tr><td>Item Number 789230301</td><td>Pack Number 3321</td></tr> <tr><td>Pack Type Case</td><td>User 2</td></tr> <tr><td>Description Bottles</td><td>User 3</td></tr> <tr><td colspan="2">Repeat Item Number - F9</td></tr> <tr><td colspan="2"> </td></tr> <tr> <td style="text-align: center;">   <b>Measure - F3</b> </td> <td style="text-align: center;"> <b>CubiScan</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Length(in)</td><td>24.0000</td></tr> <tr><td>Width(in)</td><td>12.0000</td></tr> <tr><td>Height(in)</td><td>12.0000</td></tr> <tr><td>Weight(lb)</td><td>6.0000</td></tr> <tr><td>Volume(in3)</td><td>3456.0000</td></tr> <tr><td>Dim Wgt(194)</td><td>17.8144</td></tr> </table> </td> </tr> <tr> <td style="text-align: center;">   <b>Update - F4</b> </td> <td style="text-align: center;"> <b>Database</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Length</td><td>24.0000</td></tr> <tr><td>Width</td><td>12.0000</td></tr> <tr><td>Height</td><td>12.0000</td></tr> <tr><td>Weight</td><td>6.0000</td></tr> <tr><td>Volume</td><td>3456.0000</td></tr> <tr><td>Dim Wgt</td><td>17.8144</td></tr> </table> </td> </tr> <tr> <td style="text-align: center;">   <b>Clear - F6</b> </td> <td></td> </tr> <tr> <td style="text-align: center;">   <b>Delete</b> </td> <td></td> </tr> </table>	Item Number 789230301	Pack Number 3321	Pack Type Case	User 2	Description Bottles	User 3	Repeat Item Number - F9		 		 <b>Measure - F3</b>	<b>CubiScan</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Length(in)</td><td>24.0000</td></tr> <tr><td>Width(in)</td><td>12.0000</td></tr> <tr><td>Height(in)</td><td>12.0000</td></tr> <tr><td>Weight(lb)</td><td>6.0000</td></tr> <tr><td>Volume(in3)</td><td>3456.0000</td></tr> <tr><td>Dim Wgt(194)</td><td>17.8144</td></tr> </table>	Length(in)	24.0000	Width(in)	12.0000	Height(in)	12.0000	Weight(lb)	6.0000	Volume(in3)	3456.0000	Dim Wgt(194)	17.8144	 <b>Update - F4</b>	<b>Database</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Length</td><td>24.0000</td></tr> <tr><td>Width</td><td>12.0000</td></tr> <tr><td>Height</td><td>12.0000</td></tr> <tr><td>Weight</td><td>6.0000</td></tr> <tr><td>Volume</td><td>3456.0000</td></tr> <tr><td>Dim Wgt</td><td>17.8144</td></tr> </table>	Length	24.0000	Width	12.0000	Height	12.0000	Weight	6.0000	Volume	3456.0000	Dim Wgt	17.8144	 <b>Clear - F6</b>		 <b>Delete</b>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin-bottom: 10px;"> <p>Opening Table --&gt; CubiScan  Connected to Serial Port 1  CubiScan Model 100 Selected  Connected to Serial Port 1  CubiScan Model 100 Selected  10.000 x 6.0000 x 8.0000 in, 1.4000 lb, 480.0000 in3,  2.4742 (194)</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; border-top: none;"> <thead> <tr> <th>Sequence</th> <th>Item Number</th> <th>Pack Type</th> <th>Description</th> <th>Length</th> <th>Width</th> <th>Height</th> <th>Weight</th> <th>Volume</th> <th>Dim Wgt</th> <th>Dim Unit</th> <th>Wgt Unit</th> <th>Vol Unit</th> <th>Factor</th> <th>Site Id</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>789022343</td> <td>6-pack</td> <td>Soda Pop</td> <td>9</td> <td>11</td> <td>7</td> <td>0.8</td> <td>693</td> <td>3.572</td> <td>in</td> <td>lb</td> <td>in</td> <td>194</td> <td></td> </tr> <tr> <td>3</td> <td>789012343</td> <td>6-pack</td> <td>Soda Pop</td> <td>10</td> <td>6</td> <td>8</td> <td>1.4</td> <td>480</td> <td>580412371</td> <td>in</td> <td>lb</td> <td>in</td> <td>194</td> <td>SLC3</td> </tr> <tr> <td>4</td> <td>789230301</td> <td>Case</td> <td>Bottles</td> <td>24</td> <td>12</td> <td>12</td> <td>6</td> <td>3456</td> <td>329896907</td> <td>in</td> <td>lb</td> <td>in</td> <td>194</td> <td>SLC3</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Table: CubiScan      Record 4 of 5      Updated Records = 1</p>	Sequence	Item Number	Pack Type	Description	Length	Width	Height	Weight	Volume	Dim Wgt	Dim Unit	Wgt Unit	Vol Unit	Factor	Site Id	2	789022343	6-pack	Soda Pop	9	11	7	0.8	693	3.572	in	lb	in	194		3	789012343	6-pack	Soda Pop	10	6	8	1.4	480	580412371	in	lb	in	194	SLC3	4	789230301	Case	Bottles	24	12	12	6	3456	329896907	in	lb	in	194	SLC3
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8. Edit the data as required (see “Editing Data” on page 93).

9. When you are finished, click  to update the item record.

To clear an item's measurement data and start over (or to measure a different item), click . A record must either be updated or cleared before you can measure another item.

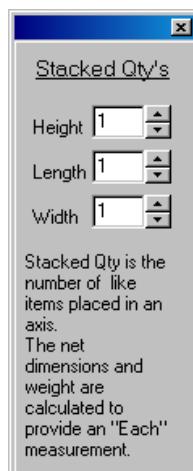
10. Remove the item from the CubiScan, and repeat the steps above for the next item.

## ***Measuring Stacked Quantities***

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If you want to stack like items for measurement but want the dimensions for each item included separately in the database, use the Stacked Quantities box.

1. If the Stacked Quantities box is not visible, pull down the View menu, and select **Stacking**.



2. Place the stack of objects on the CubiScan platform. Make sure the edges are aligned.
3. Identify and measure the stacked objects, and enter the quantity in the Stacked Quantities box in the “Height,” “Length,” and “Width” fields as applicable.

The specified number of each dimension will be entered as separate items in the database.

## ***Editing Data***

---

At any time after measuring an item, you can edit any of its measurements using one of the following methods. Click the item in the database table to select it.

**Edit Fields** You can edit any field that is not greyed (has a white background).

Click in a field to edit it, and type over the existing entry. Then click



to update the information in the database.

**Swap Measurements** You can change the orientation of an item using one of the “swap” functions. Pull down the Actions menu and select a function (or use the specified keyboard shortcut), as follows:

- Select **Swap Length for Width** (or press **<Ctrl><L>**) to switch the length and width measurement values for the selected item.
- Select **Swap Width for Height** (or press **<Ctrl><W>**) to switch the width and height measurement values for the selected item.
- Select **Swap Height for Length** (or press **<Ctrl><H>**) to switch the height and length measurement values for the selected item.

When you have finished, click  to update the information in the database.

# Chapter 6

# Reports

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The Reports menu contains one standard report option plus any customized reports you may have. Customized reports are created by Quantronix by special arrangement.

The standard report option is a “Detail” report, explained below.

## ***Detail Report***

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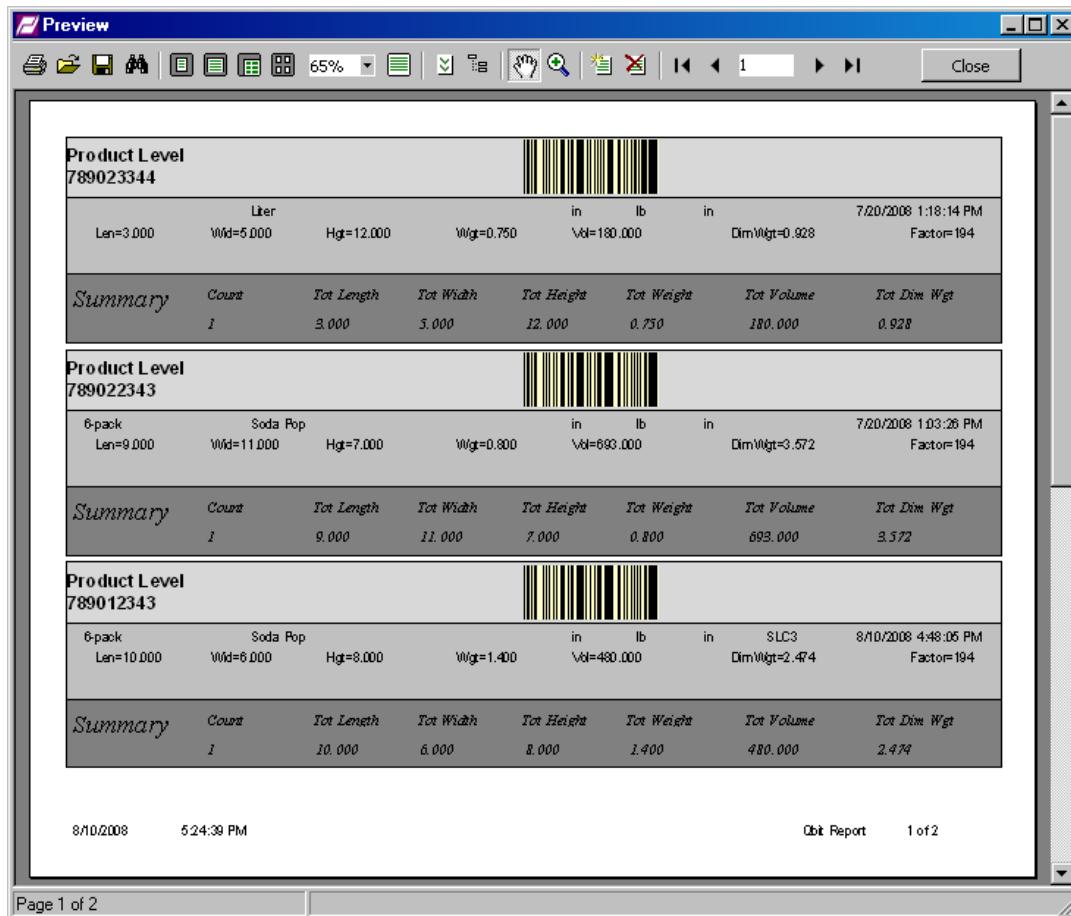
The Detail report lists all recorded data for the open database. Pull down the Report menu and select **Detail** to generate the Detail report. An example of the report is shown on the next page.

The Detail report contains all of the database detail (as shown in the database table). If you use user-defined fields, they are included on additional lines.

**NOTE**  You can also generate reports on your measurement data by exporting it from Qbit-DB in a text file and importing it into another application, such as a word processing or spreadsheet program. Refer to “Exporting a Database” on page 66 and “Importing a Database” on page 63 for information.

# Report Preview

When you select a report from the Report menu, it is displayed in the Preview window, as shown below.

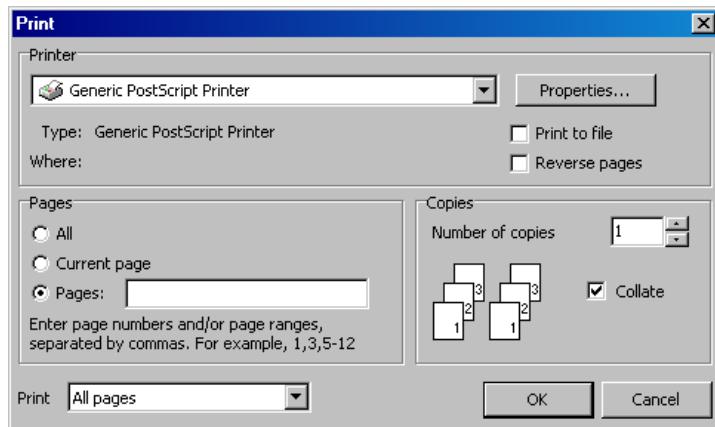


Use the scroll bars as necessary to view the pages of the report. Or use the drag tool, as described on page 99.

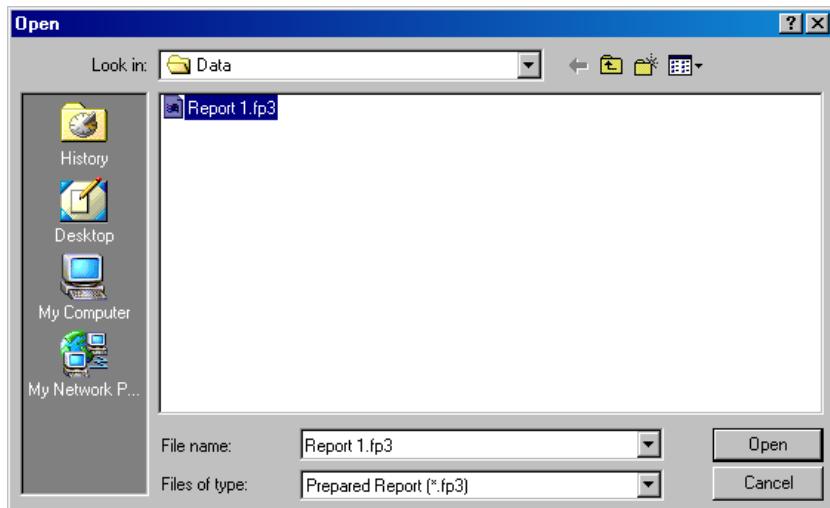
Use the buttons on the toolbar to view or print the report, as follows.



Click to print the report. A standard Windows print dialog box is displayed. Select a printer, the number of copies you want to print, the pages you want to print, and click **[OK]** to print the report.

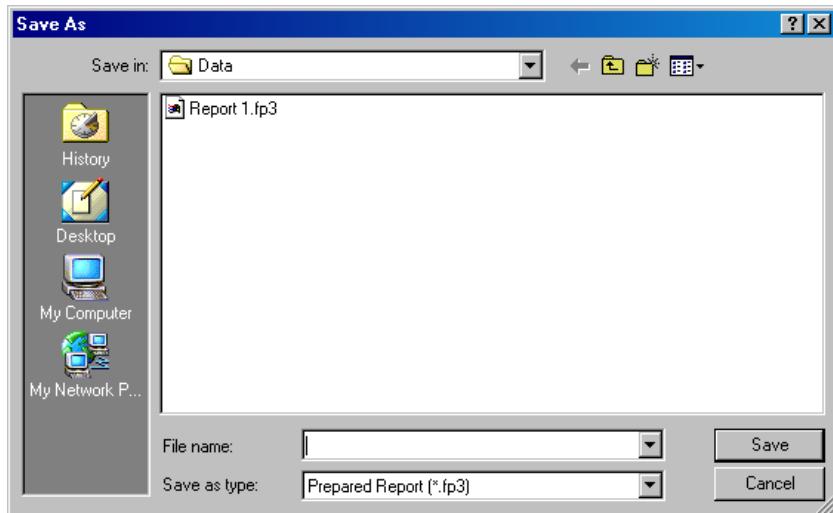


Click to open a different report. A Load Report dialog box is displayed. Reports are saved in the ...\\CubiScan\\Qbit-DB\\Data folder with an *.fp3* extension by default. If you saved your reports in a different folder, select the folder. Select the report you want, and click **[Open]** to display it.





Click to save the displayed report. A Save Report dialog box is displayed. Reports are saved in the ...\\CubiScan\\Qbit-DB\\Data folder with an *.fp3* extension by default. If you want to save your reports in a different folder, select the folder. Save report files can be opened in the Qbit-DB report viewer (see above).



Click to size the report to fit a whole page in the window.



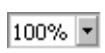
Click to size the report to fit the width of the window.



Click to zoom the report to its full size (100%).



Click to display two pages of the report in the window.

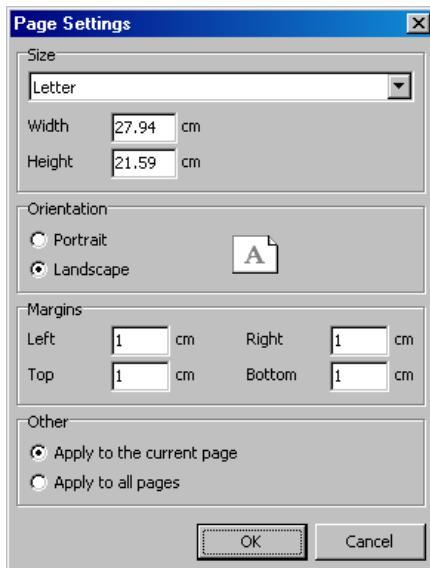


Click the drop-down arrow and select a size to display the report, or click in the text box and enter a percentage.



Click to display the report on your full computer screen.

 Click to set up the report pages for printing. A Page Settings dialog box is displayed. Select the size, orientation, and margins for each page of the report, and click [OK].



 Click to display an outline of the report on the left side of the window.

 Click to select the drag tool. The cursor becomes a hand. Click in the report window, hold down the left mouse button, and drag the report in any direction in the window. Release the mouse button when it is in the position you want.

 Click to select the zoom tool. The cursor becomes a magnifying glass. Click in the report window to zoom the report magnification by 25% each time you click.

 Click to add a blank page to the end of the report.

 Click to delete the displayed page of the report.

 Click to go to the first page of the report.



Click to go to the previous page of the report.



The number of the report page that is shown in the window is displayed in this text box. You can type a page number and press <Enter> to display that page.



Click to go to the next page of the report.



Click to go to the last page of the report.



Click to close the report and return to the Qbit-DB main window.

# **Appendix A**

# ***Installation***

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This appendix provides instructions for installing Qbit-DB.

## ***System Requirements***

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Qbit-DB is designed to operate with the following minimum computer requirements:

Processor: PC Pentium III processor or better

Memory: 256 MB RAM

Hard Disk: 40 MB disk space available

Display: VGA 1024 x 768 or higher resolution color display (*will not operate at a lower resolution*; e.g., 800 x 600)

Operating System: Microsoft® Windows® 95, Windows 98, Windows NT®, Windows 2000®, or Windows XP

Other: Quantronix Inc. CubiScan unit attached to computer

# ***Installing Qbit-DB***

Do the following to install Qbit-DB on your computer.

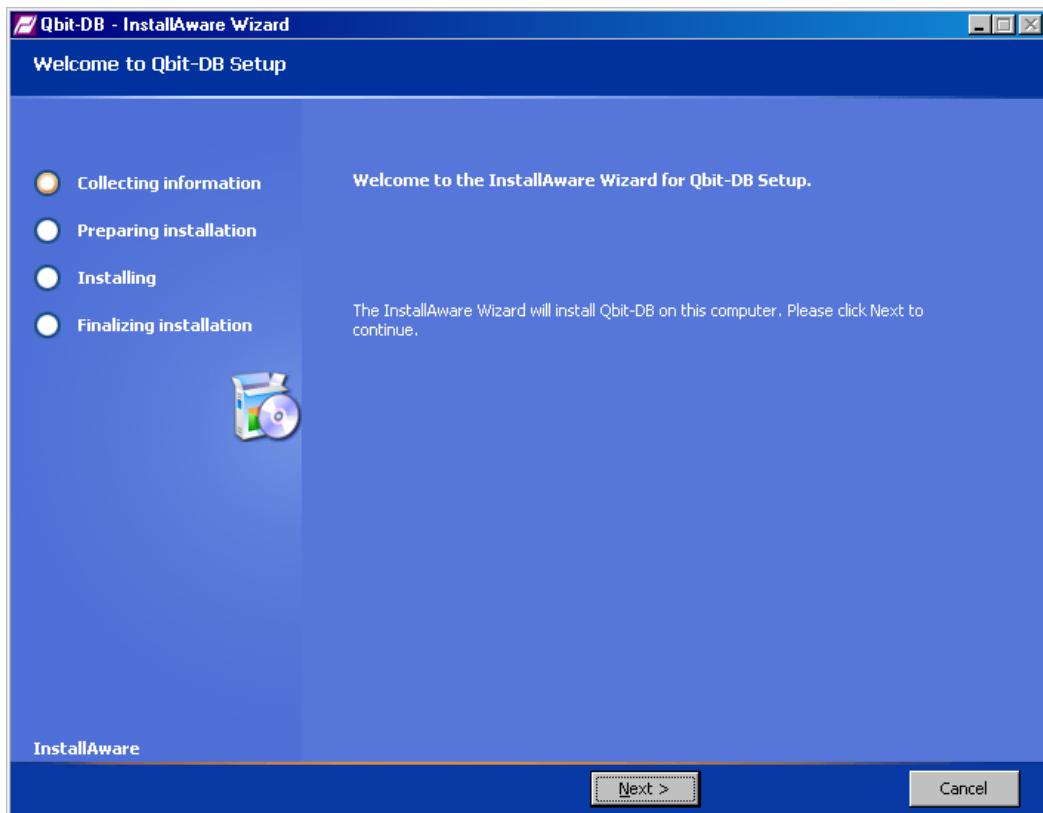
1. Close any open Windows applications.
2. Insert the CubiScan CD-ROM in your CD-ROM drive. The Setup Wizard should start automatically. If it does not, click [**Start**], click **Run**, type **d:setup** (in which “*d*” is the letter of your CD-ROM drive), and click [**OK**].

The following prompt is displayed.

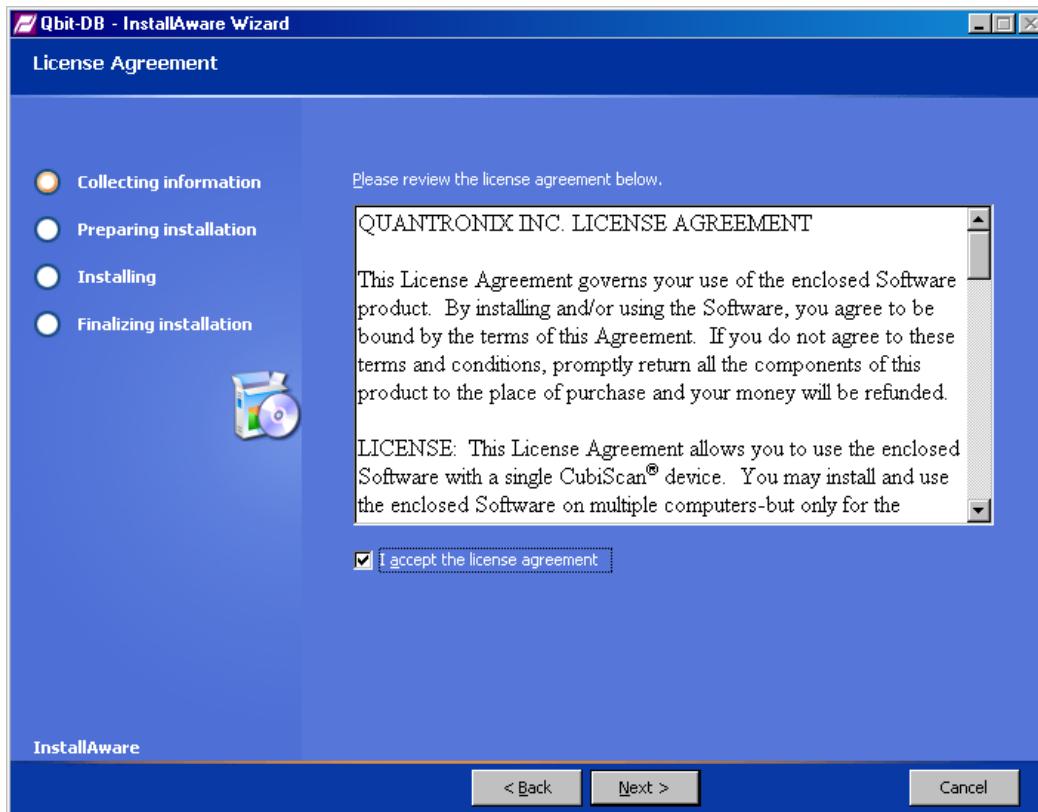


3. If you want the installation in a language other than English, select the language from the drop-down list. Click [**OK**] to proceed.

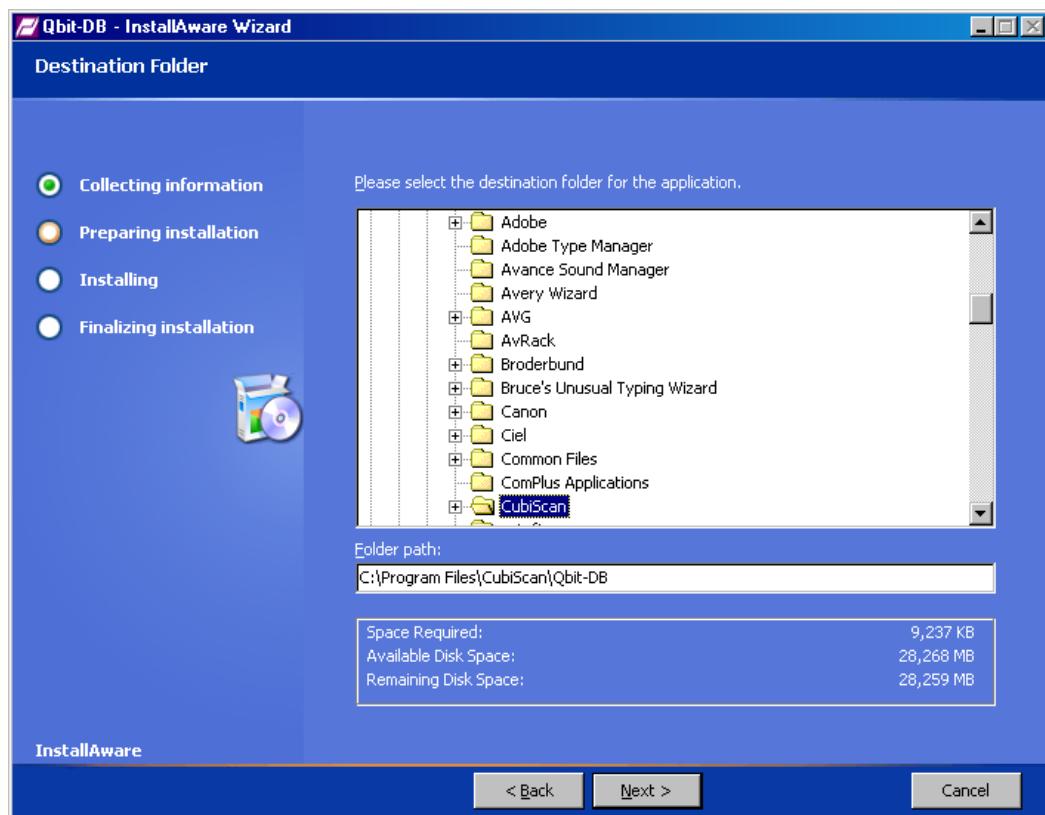
The welcome window is displayed.



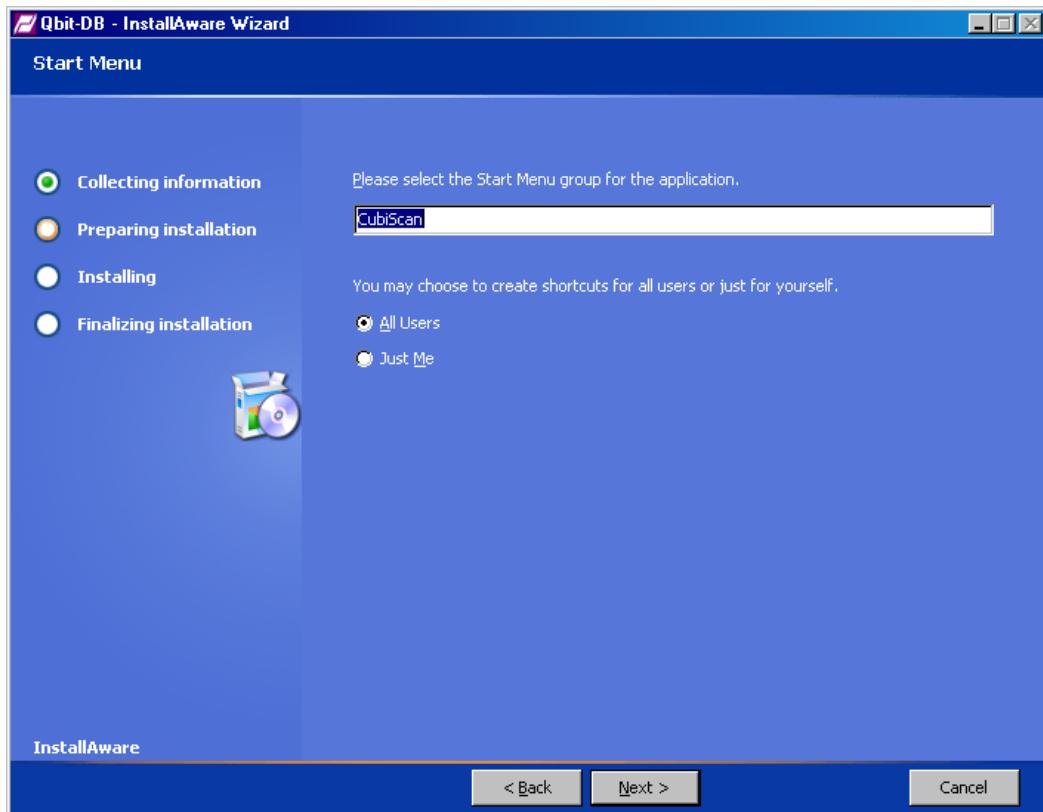
4. Click **[Next]** to continue, and the license agreement is displayed.



5. Read the license agreement, and click the radio button next to "I accept the license agreement." Click [**Next**] to continue, and the following window appears.

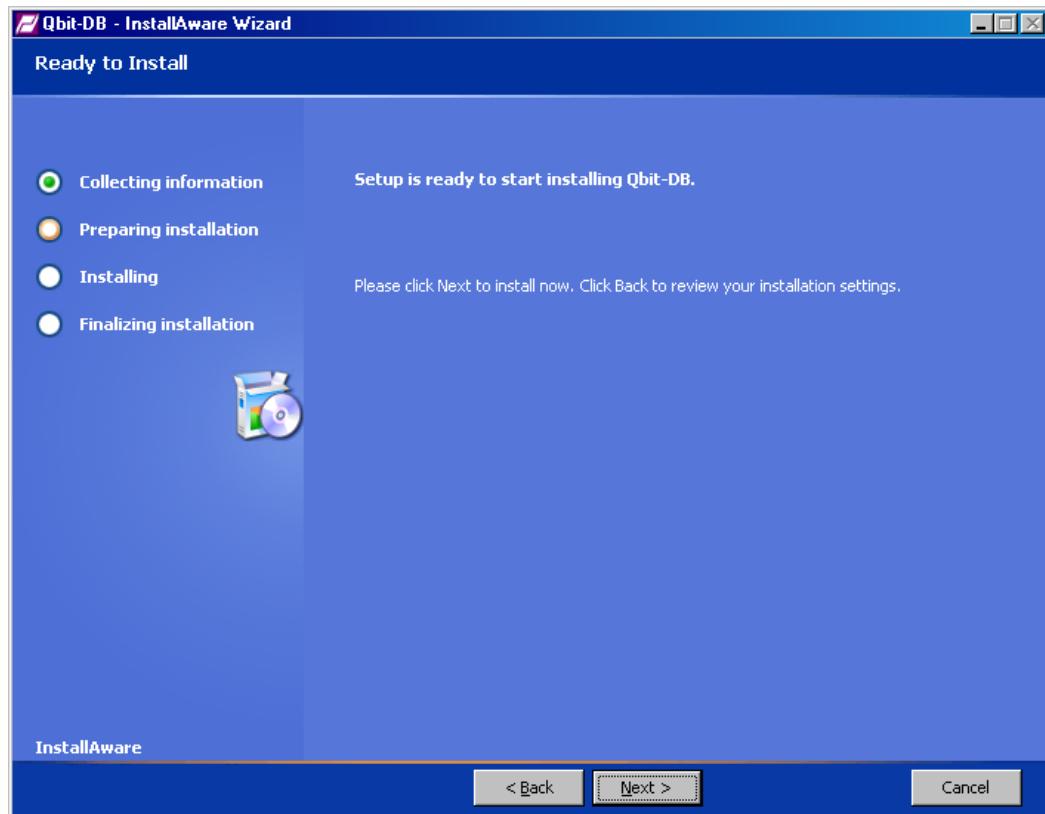


6. Accept the default path for installation of Qbit-DB, or select a different drive and/or folder. Click [**Next**] to continue. The following window is displayed.



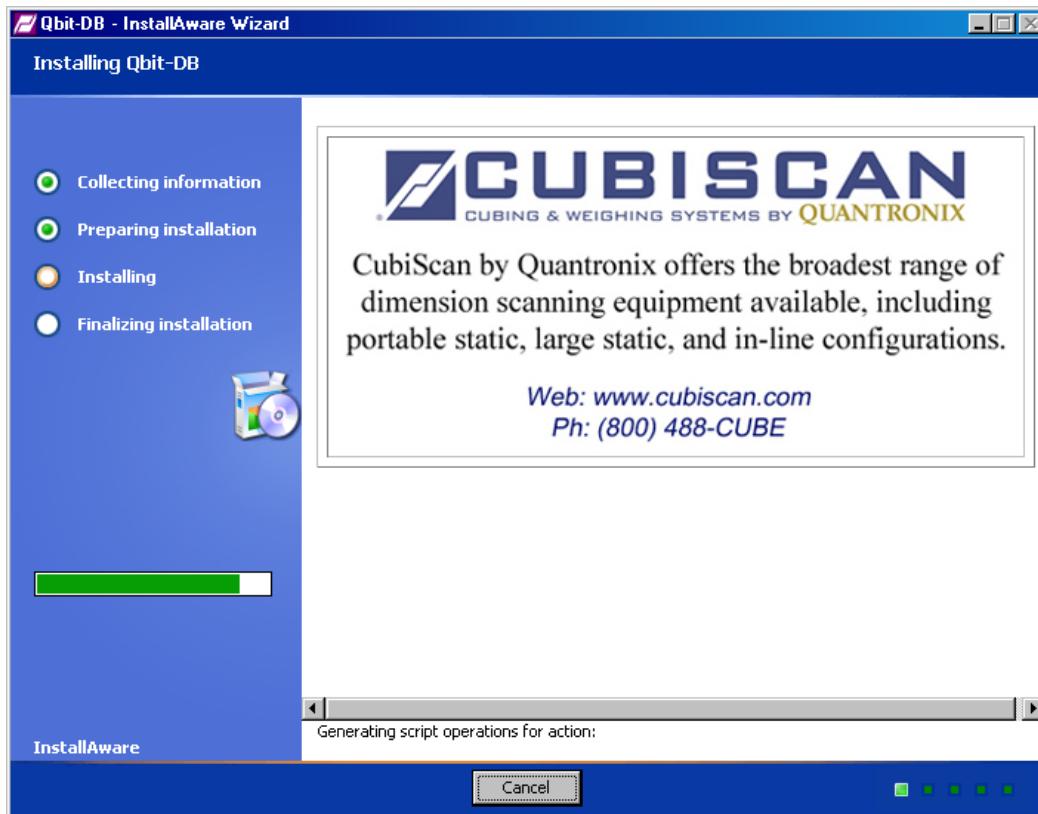
7. Accept the default Start Menu group, or enter a different name. Select whether you want “All Users” to have access to Qbit-DB, or you want only yourself to have access to Qbit-DB on this computer. If you select “Just Me” a password is required to open Qbit-DB.

Click [**Next**] to continue, and the following window appears.

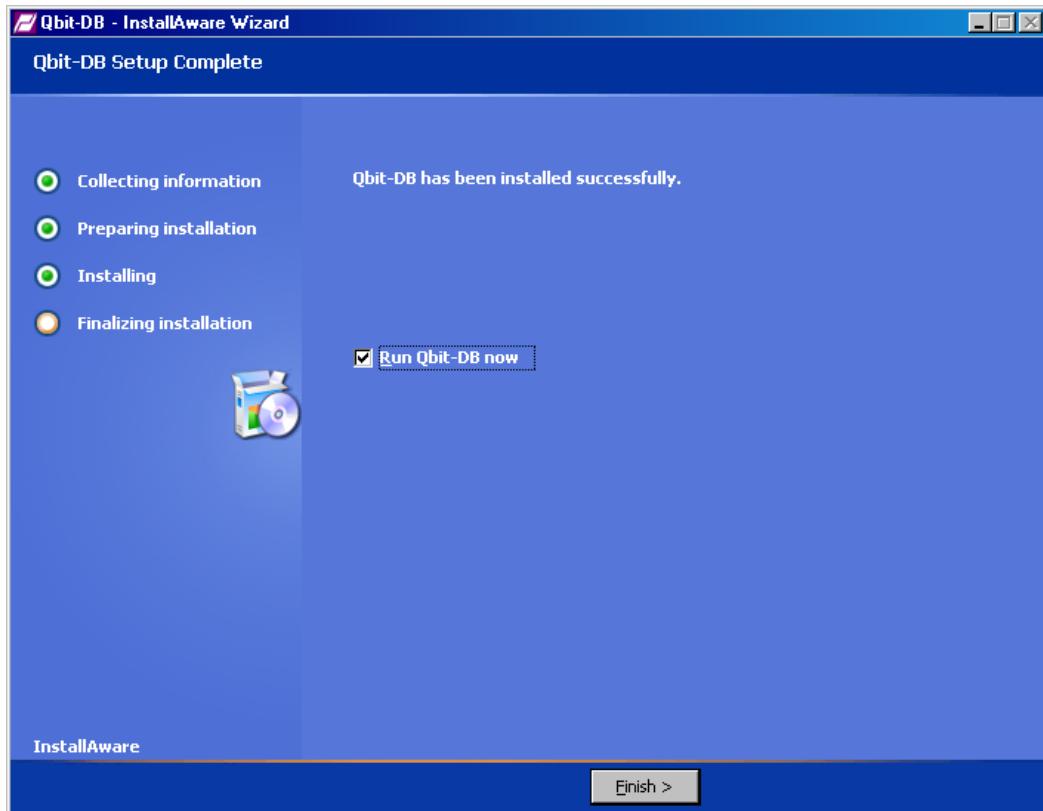


8. If you want to review or change any of the settings, click [**Back**]. If not, click [**Next**] to continue.

The following window is displayed as the Qbit-DB files are copied to the specified destination folder.



9. When the installation is complete, the following window appears.



10. If you do not want to start Qbit-DB now, click to remove the checkmark. Click [**Finish**] to exit and close the installation window. If “Run Qbit-DB now” was selected, Qbit-DB will open immediately.

Notes

# **Appendix B**

# **Frequently Asked Questions**

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This appendix contains some common questions about Qbit-DB. If, after reading this manual and reviewing this appendix, you still have questions, please contact Quantronix, Inc.

**Question:** Do “updated records” that are exported contain data records from previous sessions?

**Answer:** Each record in the database is marked when it is updated and remains marked until exported. When exporting “updated records” all records that are marked are included.

**Question:** I am unable to communicate with the CubiScan unit. What should I do?

**Answer** Make sure the serial communications cable is properly connected with a NULL MODEM cable. Verify that the proper COM port is selected in the setup options in Qbit-DB. If there is still no communication, verify that the serial port on your computer is operational (refer to your computer’s documentation).

Notes